

**Office for the Protection of Children and Youth
October 2009
Compliance Expectations**

ALL SCHOOL EMPLOYEES		
BACKGROUND CHECK-eApps	Complete an eApps online criminal background check during the application process.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
FINGERPRINTING	Submit to digital fingerprinting within three business days of hire.	Online at www.archchiago.org Scroll to the Protecting Children button and select <i>Fingerprinting</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of being hired. <i>Certificate of attendance kept on site in personnel file.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign at time of hire. <i>Signed acknowledgement form kept on site in personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Complete form and submit at time of hire. <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
Mandated Reporter Training <i>All school employees are mandated reporters</i>	Attend within 3 months of being hired.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

PARISH/SCHOOL VOLUNTEERS WHO WORK WITH CHILDREN		
BACKGROUND CHECK	Complete an eApps online criminal background check application before being assigned as a volunteer. Applicant cannot begin service until the background check approval has been received.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of beginning service. <i>Certificate of attendance kept on site in personnel file.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign prior to beginning service. <i>Signed acknowledgement form kept on site in personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Complete form and submit to site prior to beginning service. <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Religious Educators and Youth Ministers are to attend this training.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

PRIESTS/DEACONS/SEMINARIANS		
BACKGROUND CHECK	Upon entrance into the seminary/deaconate formation or upon arrival in the Archdiocese.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of entering the seminary/deaconate formation or arrival in the Archdiocese.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign upon arrival or when entering seminary/deaconate formation. <i>Signed acknowledgement form kept on site in seminary/deaconate personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Read and sign upon arrival or when entering seminary/deaconate formation. <i>Copy of form kept on site in seminary/deaconate personnel file. Original mailed to DCFS by the site.</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Attend within 3 months of entry into the seminary/deaconate formation or upon arrival in the Archdiocese.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

PASTORAL CENTER & PARISH EMPLOYEES		
BACKGROUND CHECK	Complete an eApps online criminal background check during the application process. Applicant cannot begin work until the background check approval has been received.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of being hired. <i>Certificate of attendance kept on site in personnel file</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign at time of hire. <i>Signed acknowledgement form kept on site in the personnel file.</i>	Online at www.archchicago.org Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish & English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Employees who work with children must complete this form at time of hire. <i>Copy of completed form kept in personnel file. Original mailed to DCFS by site..</i>	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Employees who work with children are to attend this training within 3 months of hire.	Online at www.archchicago.org Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .