ST. JOSEPH CATHOLIC SCHOOL

Building Wisdom and Faith Through Service to God

Dear Volunteer:

The Child Protection Program Compliance process is a **2-part process**. **Part 1** is completion of the online application for your background check. **Part 2** is attendance at a Virtus Seminar.

To begin part one of the process, please go to the Diocese website at arlingtondiocese.org to complete the background application. Attached are helpful instructions for completing your application.

Once your background application has been accepted by our parish Liaison, then you will receive an email from the Diocese that will have a link to register for a Virtus Seminar. You may attend any seminar listed in the Arlington Diocese. The seminar is a 4-hour presentation that is **not appropriate for children**, so please plan to make child care arrangements prior to the seminar.

You should attend a Virtus seminar within 45 days of completing the online background check application. During this 45-day period you will be given a conditional clearance after your background check has been accepted. If after 45 days, you have not attended a Virtus seminar, you will need to discontinue any volunteer work for St. Joseph Church/School.

If you have attended a Virtus seminar in the Arlington Diocese or another Diocese, please contact Beth Covert in the office for instructions on how to transfer your attendance to the Arlington Diocese or to St. Joseph Church/School. The seminar must be an in-person Virtus seminar, not another program.

If you have any further questions, please contact Beth Covert at (703)880-4357 or bcovert@sjcherndon.org