



Our Lady of the Presentation Catholic Early Childhood Center

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Dear Volunteer,

Thank you very much for your willingness to share your time and talent with the children at Our Lady of the Presentation Early Childhood Center. The Diocese of Kansas City – St. Joseph and Presentation ECC hold the safety of children as a top priority. All volunteers who will be in contact with children three or more times in any given calendar year or who will be supervising minors or vulnerable adults are required to complete the volunteer screening process listed below:

1. Attendance at a VIRTUS® *Protecting God's Children* workshop within 60 days of beginning service
2. Reading and acknowledging commitment to the Diocesan Code of Ethics – *Ethics and Integrity in Ministry* (EIM)
3. Providing consent to a background screening every 5 years with service contingent upon screening results
4. Completion of the Volunteer Application found on pages 27 & 28 of the EIM if you are new to your parish or school.

VIRTUS® *Protecting God's Children for Adults Workshop*: You must pre-register online for this workshop. Access the site at www.virtusonline.org and click '*Registration*'. During registration you'll see the most current listing of classes available. You can also review the most current class listing on the Diocesan website under the Protecting Children tab:

http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=14050&theme=0 If you are registering for the first time as a new VIRTUS® account user, your online pre-registration will include completion of the EIM, selection of a "*Protecting God's Children*" workshop date and allow you to enter your consent and data for a background screening online. Please allow 30-40 minutes for this process. It is important that you fully complete the entire registration in order to meet the requirements of the volunteer screening process as listed above.

If you have attended a "*Protecting God's Children*" workshop in the past and need to complete the online EIM, you do not need to register for a VIRTUS® account just follow the instructions below:

Ethics and Integrity in Ministry (EIM)

1. Log in to your account at www.virtus.org.
2. Click on your "Toolbox" tab.
3. Click on the link for "*Ethics and Integrity in Ministry*" and complete the 4-part module.
4. Please allow 10-15 minutes for completion.

If you to complete a background screening or update your screening please see the instructions below:

Background Screening

1. Log in to your account at www.virtus.org.
2. Click on your "Toolbox" tab.
3. Click on the link for "Background Check" to get started.
4. Please allow 5-10 minutes to enter your data and provide your online consent.

If you have forgotten your password please see the instructions below:

Forgotten Password

1. Go to www.virtus.org.
2. Click on "Forgot your Password? Click here."
3. This will prompt the national VIRTUS® office to provide assistance to you.

The Office of Child and Youth Protection (OCYP) is available to assist you if you should have questions or concerns as you complete this safe environment screening process. You may email us at ocyp@diocesekcsj.org or contact one of us directly. Thank you for being a part of our safety net of protection for children, youth, and vulnerable adults.