**ST. ELIZABETH PARISH AND SCHOOL CHILD PROTECTION PROCEDURES FOR EMPLOYEES/VOLUNTEERS**

**STEP ONE**: **VIRTUS REGISTRATION**

* + **Register for an account at** http://www.virtus.org **Click on FIRST TIME REGISTRANT**
  + **Select Washington, D. C. (Archdiocese) for organization then St. Elizabeth Church, Rockville (215) for location**
  + **Select "Position" and "Role": Employee OR Volunteer**
  + **Then pre-register for the next available Virtus training which you are able to attend.** Training should be completed as soon as possible and at the latest within sixty (60) days of creating your VIRTUS account.
  + At the Virtus session, be sure to sign-in so that your attendance can be verified. Return a copy of the Training Certificate and the back page of the policy booklet to the parish or school coordinator.

**STEP TWO: VOLUNTEER APPLICATION**

* Complete and Sign the ***Volunteer Application Form*** *and* ***provide copies of 2 forms of a government issued ID.***

-**School Volunteers: Return to School for Mrs. Penny's signature.**

**-Parish Volunteers: Return to Parish Office for Msgr. Parent's signature.**

(a copy will be retained with the parish or school coordinator)

**STEP THREE: POLICY REVIEW AND ACKNOWLEDGEMENT**

* Review the Archdiocese of Washington Child Protection Policy Booklet (given to you at the time of Child Protection Session)
* **Return Appendix E- Acknowledgement to Mrs. Torre Parra at the school or Mrs. Carmen Boston in the Parish Office.**

**STEP FOUR: FINGERPRINTS (formerly Electronic Background Check)**

* **All employees, clergy, religious, and volunteers are required to be fingerprinted.**
* **Fingerprinting is outsourced to local law enforcement precincts and authorized locations.**
* **An authorized list of fingerprinting centers can be provided to you by the parish/school coordinator.**
* **You must complete the LIVESCAN PRE-REGISTRATION Application which also is available from the compliance coordinators. Complete the form and bring it to the fingerprinting center of your choice (from the approved list) along with 2 forms of a government issued ID one with a photo (Driver’s License, Passport, Certificate of Naturalization, or Military Identification).**
* **Wherever you decide to go, please call or email and make an appointment and confirm a fingerprint technician is available to do both a STATE AND FBI check.**
* **There is a fee of approximately $40.00 - $60.00. Major credit cards and checks are accepted. Cash and money orders are not accepted at the State Operated Fingerprinting Centers.**
* **Please submit your fingerprint receipt to the coordinators once you have completed the fingerprinting process.**
* **The fingerprint scan must be successfully passed prior to assuming ANY employment/volunteer positions in the Parish or School. Results can take 2-3 weeks to post to your VIRTUS Account.**

**\*Once your fingerprint scan has been successfully passed you are free to work/volunteer. Your attendance at a Child Protection/Safe Environment Class as stated above must be completed within 60 days of the creation of your Virtus Account.**