



NEW!

SAFE ENVIRONMENT AWARENESS SESSION OPTIONS

The Diocese of Reno is excited to announce that parents, volunteers, and employees in our parishes and schools will now have the option of taking the *Protecting God's Children Awareness* session training online or take a live session with a trained facilitator.

Step-by-step instructions to take the online training or a live training session can be found on the Diocese of Reno Safe Environment page using the following link:

http://www.renodiocese.org/documents/2018/4/VIRTUS%20Online%20registration%20instructions_Reno_April%202018-1.pdf

- The online training will take 60-75 minutes to complete.
- Reading 24 monthly bulletins and taking a recertification review will continue to be required for employees and volunteers in both parishes and schools. School employees are to read bulletins for the duration of their employment.

PROMISE TO PROTECT



PLEDGE TO HEAL

BELIEVE IN THE POSSIBILITY OF HELP AND HEALING. THERE IS HOPE.

• All people are encouraged to read beyond their 24 bulletins because of the value of the contents. This is especially true when the constantly changing topic of internet safety is considered. Parents and others can glean pertinent and updated information regarding internet safety, including cyber-bullying, through continued reading of the bulletins.

• It is also important to note that background checks are now done online, simultaneously with registering for a live session or when taking an online Awareness Session.

If you need assistance, please contact Elda Juarez at the Diocese of Reno:

(775) 326-9445.

Registration Instructions Diocese of Reno

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children instructor-led sessions scheduled for the **Diocese of Reno** and the option to select a Protecting God's Children for Adults online training session.

When you find the instructor-led session training you wish to attend or the accessible online training, click the circle -- and then click **Complete Registration**.

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Reno**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Protecting God's Children for Adults Where: Pastoral Center (Reno) 250 South Arlington Ave When: Wednesday, June 13, 2018 5:30 PM Estimated length of 3 hrs session Spaces remaining: 24 of 30 Language: This session will be conducted in English Notes: AWARENESS SESSIONS ARE FOR ADULTS 18 YEARS AND OLDER. CHILDREN OF ANY AGE ARE NOT PERMITTED. Wheelchair accessible: Yes
Protecting God's Children for Adults (Online Training)
Protecting God's Children for Adults (Online Training in Spanish)


Click on **Begin Background Check** to be directed to the Selection.com background check secure website, **TRAK-1**.

<p style="text-align: center;">You registration is almost complete.</p> <p style="text-align: center;">One final step...</p> <p>As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Trak-1 to perform our background checks.</p> <p>Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.</p> <p style="text-align: center;">*** Complete Trak-1 Background Check ***</p>

You are now within the secure website of **TRAK-1**. Please click on **Enter Background Check Info** to proceed. If you have any issues with the background check submission, please contact **TRAK-1** at consumerquestions@trak-1 or call 800-600-8999.

Please note: Once you close the **TRAK-1** screen and have chosen **Online Training**, you will need to go back to www.virtus.org and enter your login information to complete the Protecting God's Children Online Awareness Session module.


If you chose to attend the **Live instructor-led** Protecting God's Children Awareness session, you will receive a confirmation email.

 <h3>Applications</h3> <p style="text-align: center;">DISCLOSURE REGARDING CONSUMER REPORTS</p> <p>Obtaining a Background Check You acknowledge and understand that in connection with your application for work or to volunteer, we may obtain a "consumer report" and/or an "investigative consumer report" on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.</p>
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For **Online Training only**, click on the **green circle** to begin the online training session once you log in to www.virtus.org.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

 **Protecting God's Children® Online Awareness Session 3.0**
 Assigned: 06/01/2016
 Due: 06/15/2016

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you!



Registration Instructions Diocese of Reno

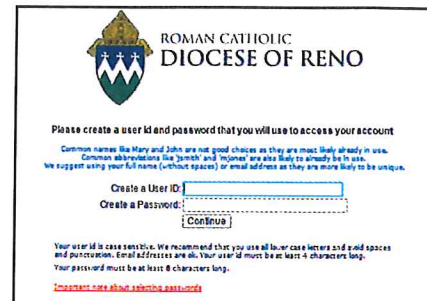
Before completing **Protecting God's Children** training, all participants **must** first register with **VIRTUS Online**.

VIRTUS Registration: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19150

Go to the Diocesan website at <http://www.renodiocese.org/>, click on the Safe Environment tab, and then scroll down and click on the VIRTUS Registration link:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19150 and click on the VIRTUS link to access the VIRTUS Registration page.

Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.



ROMAN CATHOLIC
DIOCESE OF RENO

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jimb' and 'mjm' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

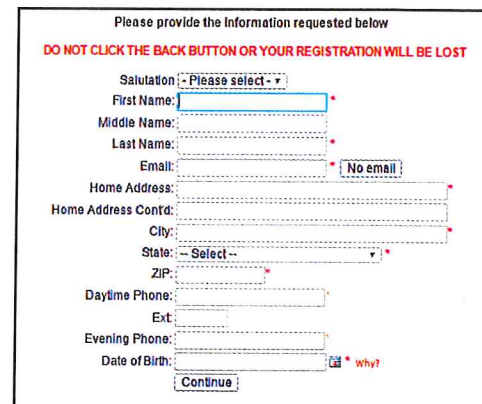
Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.
[Inspect here about selecting passwords](#)

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last Four Digits of SSN, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation: Please select - v

First Name:

Middle Name:

Last Name:

Email: No email

Home Address:

Home Address Cont'd:

City:

State: Select --

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: Why?

Select the Primary location where you work or volunteer by clicking the downward arrow and highlighting the location and your associated **Role(s)**.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s.)

Please select the primary location with which you are associated.

Location: Immaculate Conception (Sparks)

Please select all of the roles that you perform at this location

Please check all that apply. You must select at least one role.

- ☐ Candidate for ordination
- ☐ Deacon
- ☐ Educator
- ☐ Employee (Diocesan/Eparchial)
- ☐ Employee (Parish/Parochial)
- ☐ Priest
- ☐ Volunteer
- ☐ Catechist
- ☐ Coach
- ☐ Parent
- ☐ Parishes
- ☐ Seminarian

CONFIDENTIAL

DIOCESE OF RENO: ADULT VOLUNTEER APPLICATION

PLEASE RETURN THIS FORM TO THE PARISH OR SCHOOL, NOT THE DIOCESE

YOUR REFERENCES WILL BE CHECKED

Legal Name: _____

First

Middle

Last

Mailing Address: _____

Physical Address: (If different) _____

Home Telephone: _____ Cell phone _____

Email address: _____

Complete name of volunteer site: (School/Parish) _____

City where site is located: _____

Type of volunteer work to be performed _____

Name of supervisor at site: _____

List other names you use or are known by: _____

Employer/business name: _____

Previous experience working with youth organizations, schools, parishes (give years) _____

References: Please list three references with name, address, and telephone number of individuals who are familiar with your character as it relates to working with youth. Please complete thoroughly, as references will be checked.

Name _____ Telephone # _____

Address _____ Ref. Checked _____ Date _____

Name _____ Telephone # _____

Address _____ Ref. Checked _____ Date _____

Name _____ Telephone # _____

Address _____ Ref. Checked _____ Date _____

All volunteers who have any contact with minors and vulnerable adults in the performance of their duties need to attend a "Protecting God's Children" Awareness Session, and complete a follow-up process of reading on brief bulletin each month for a total of twenty-four and a re-certification review. A volunteer who has any contact with minors reason will need to complete a background check, and may also be required to submit fingerprints.

I understand that:

The information I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless from liability in appropriately utilizing this application information, parish, school, the Roman Catholic Bishop of Reno and the officers, directors, employees and volunteers thereof. I affirm the foregoing is true and correct to the best of my knowledge.

Signature of Applicant

Date

Reviewer's notes: Authority at volunteer location is to review and sign questionnaire.

Signature of reviewer_____Date_____