

# *St. Vincent Ferrer Parish*

## *Protecting Our Children*

### **VIRTUS Training, Background Check, and Fingerprinting**

**NEW EMPLOYEES** must complete both a manual fingerprint and an electronic background check at time of employment with no further requirement for a manual fingerprint completed in the future; with the exception of school employees. The electronic background checks are done through SELECTION.COM. Employees are also required to attend a VIRTUS training session.

**CURRENT EMPLOYEES** must sign up for electronic background checks through SELECTION.COM within 5 years of their last manual fingerprinting or December 31, 2018, whichever is sooner.

**VOLUNTEERS** must complete a background check through SELECTION.COM, our background check provider. Volunteers are also required to attend a VIRTUS training session and comply with the monthly VIRTUS on-line updates to maintain an active status. Parents and guardians should be aware that the parish monitors approvals of the volunteer requirements. Approvals generally take approximately two weeks following completion of both requirements and volunteers will not be permitted to work with minors until the approvals are in place. Additionally, volunteers who fall behind on reading the monthly updates are not permitted to work with minors.

The background check is now being monitored electronically on a quarterly basis, so you are now able to volunteer / work anywhere within the Archdiocese of Cincinnati. It is your responsibility, to make sure your contact information is current and the list of locations in your VIRTUS account is current.

### **Frequently Asked Questions**

#### **How Do I Sign Up For a VIRTUS Training Session?**

Visit the VIRTUS website at [www.virtus.org](http://www.virtus.org) and click on "Registration" on the left side of the page and follow the prompts. Please be sure to remember your username and password. You will be able to view a list of upcoming sessions in the Archdiocese of Cincinnati by clicking on "Cincinnati" in the "View a List of Sessions" menu. You can attend a VIRTUS session at any location and time that is convenient for your schedule, but you must be registered to attend the session (no walk-ins are permitted).

### **How Do I Sign Up For a Background Check?**

After you complete the registration process for a VIRTUS training session, you will be directed to [www.selection.com](http://www.selection.com) where you will complete the Background Check. Please be prepared to pay for the Background Check (\$25 fee). You have two options for payment:

- Option 1 – Pay by credit card as a tax deductible donation to St. Vincent Ferrer Parish. If you select to pay by personal credit card, SVF can add the \$25 fee to your parish donation record. Contact Kathy Abele at [kabele@svfchurch.org](mailto:kabele@svfchurch.org) to inform us that you paid the fee.
- Option 2 – Ask SVF Parish to pay the fee for you. This option is available to registered SVF parishioners and school/PREP families. **To select this option, please email Kathy Abele at [kabele@svfchurch.org](mailto:kabele@svfchurch.org) before you visit the Virtus website.** In your email, please name the person who will complete the Background Check and request a “FASTRAX Code” for that person. Registered SVF parishioners and school/PREP families will receive a FASTRAX Code by return email to use to pay the \$25 fee on the website. Each FASTRAX Code is unique and can only be used once. *Please note that St. Vincent Ferrer Parish pays \$25 for each FASTRAX Code that is used.* For security reasons, FASTRAX Codes cannot be issued over the phone.

**How Do I Sign Up For Manual Fingerprinting?** Only employees need a manual fingerprint checks completed. The Archdiocese coordinates BCII and FBI fingerprinting through Selection.com. Contact Kathy Abele for further information.

For more information, please contact Josette Hudek, SVF Safe Environment Coordinator, at (513) 686-1125 or by email at [jhudek@svfchurch.org](mailto:jhudek@svfchurch.org). You can also visit [www.catholiccincinnati.org](http://www.catholiccincinnati.org) to learn more about what the Archdiocese of Cincinnati is doing to help keep our children safe.