



Office for the Protection of Children and Youth

Safe Environment Compliance Guidelines Chart, July 2022

Role	CBC	FP	CANTS 689	PGC & KPA, VAT or HT	MRT & CANTS 22/A	ASB	CC
Clergy: priests and deacons	✓		✓	✓	✓	✓	✓
Candidates for ordination (seminarians and diaconate formation)	✓		✓	✓	✓	✓	
All employees of Pastoral Center, parishes and agencies	✓		(✓)*	✓		✓	
School employees (certified and non-certified)	✓	✓	✓	✓	✓	✓	
DREs/CREs, catechists, SPRED volunteers with minors, youth ministers, coaches, scout leaders	✓		✓	✓	✓	✓	
School volunteers and all parish volunteers who serve with children and/or youth	✓		✓	✓	✓	✓	
Ministers to vulnerable adults (SPRED volunteers, ministers of care, hospital visitors, etc.)	✓		(✓)*	✓ (VAT)		✓	
Non-archdiocese employee/volunteer/contractor †				✓		✓	
Employees who are minors				✓ (HT)			

† Parish/School must have contract through Legal Services for third-party vendors

CBC: Criminal background check run through **VIRTUS online** as part of the VIRTUS registration process. Rechecked every three years through VIRTUS. **(Policy 603.2)**

FP: Fingerprints run through Accurate Biometrics for the Archdiocese of Chicago. School employees may not begin work until fingerprints have been submitted. Schools have the necessary forms.

CANTS 689: Yearly check of the central registry of Department of Children and Family Services.

*** Required only once for employees who do not work with children. (Policy 603.5)**
English CANTS 689 Form
Spanish CANTS 689 Form

VIRTUS TRAININGS

PGC: Protecting God’s Children training session. **Register** and attend within 15 days of beginning work or volunteering. **(Policy 603.3)**

KPA: Keeping the Promise Alive three-year recertification program done online through VIRTUS system. Completed within 10 days of assigning. **(Policy 603.7)**

Those under the age of 18 are unable to meet safe environment compliance requirements; therefore, they may not be in a supervisory role or in charge of minors. However, if they are employed, minors must create a VIRTUS account at virtusonline.org to be assigned appropriate training.

VAT: Vulnerable Adult Training online training for those who minister solely to vulnerable adults. Replaces PGC.

HT: Health Relationships for Teens

CC: Critical Conversations program for clergy only. Recommended five years after ordination.

MRT: Mandated Reporter Training from **State of IL training** website. Re-certified every three years, including re-signing the Acknowledgment Form (**CANTS 22** or **CANTS 22A for clergy**). Certificates and signed forms are to be kept in file. **(Policies 603.6 and 603.7)**

ASB: Archdiocesan Standards of Behavior for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct). Read and signed at time of hire and re-acknowledged yearly through VIRTUS

(Policy 603.4)
Archdiocesan Standards of Behavior (English)
Estándares de Comportamiento Arquidiocesanos (español)

Archidiecezjalne standardy zachowania (polski)

Student training: Every student in every grade in schools and religious education programs are to be offered training annually on sexual abuse prevention. **(Policy 603.7)**

Safe Environment compliance is a condition of employment and volunteer service. All compliance recordkeeping is to be verified and tracked within the VIRTUS System Database and reported in the Annual Audit.