

**OFFICE FOR THE PROTECTION OF CHILDREN & YOUTH  
COMPLIANCE GUIDELINES AND TRAINING CHART**

**\*NO ONE UNDER THE AGE OF 18 MAY BE IN A SUPERVISORY ROLE OR RESPONSIBLE FOR OTHER MINORS\***

Role	CBC-EAPPS	FP	CANTS	PGC-VIRTUS	MRT	ACC	CC
Priests, Deacons & Seminarians	✓		✓	✓	✓	✓	✓
Employees of Pastoral Center, Parishes & Agencies	✓			✓		✓	
School Employees [Certified & Non-certified]	✓	✓	✓	✓	✓	✓	
DREs/CREs, Catechists, Youth Ministers, Coaches	✓		✓	✓	✓	✓	
School Volunteers, Scouts, and All Parish Volunteers Who Minister to Children and/or Youth	✓		✓	✓		✓	

**BACKGROUND CHECKS**

Title	Descriptor	Fine Print and Action Items
<b>EAPPS CBC</b>	<a href="#">eApps Online Criminal Background Check</a> <i>Please create an online eApps application before completing other compliance requirements.</i>	<ul style="list-style-type: none"> <li>Create an eApps online application. A background check done for other purposes cannot be accepted.</li> <li>Re-checks are conducted automatically every three years.</li> <li>A criminal background check will not process anyone under 18-years-old.</li> </ul>
<b>FP</b>	<a href="#">Fingerprinting Application Form</a> <a href="#">Accurate Biometrics</a>	<ul style="list-style-type: none"> <li>School employees must submit to digital fingerprinting within three business days of hire, <b>after</b> completing the eApps online criminal background check.</li> <li>Fingerprinting must be done through Accurate Biometrics for the Archdiocese of Chicago. Fingerprinting done for any other purposes cannot be accepted.</li> </ul>
<b>CANTS</b>	<a href="#">Department of Children &amp; Family Services' Child Abuse and Neglect Tracking System Form - English CANTS Form</a> <a href="#">Spanish CANTS Form</a>	<ul style="list-style-type: none"> <li>Must be completed and submitted at the time of hire, and then annually.</li> </ul>

**TRAINING**

Title	Descriptor	Fine Print and Action Items
<b>PGC-VIRTUS</b>	<a href="#">VIRTUS/Protecting God's Children for Adults</a>	<ul style="list-style-type: none"> <li>Participants must pre-register at <a href="http://www.Virtusonline.org">www.Virtusonline.org</a>.</li> <li>Training must be completed within 60 days of being hired.</li> </ul>
<b>MRT</b>	<a href="#">Mandated Reporter Training</a>	<ul style="list-style-type: none"> <li>Participants must register for training at <a href="https://mr.dcfstraining.org/UserAuth/Login!loginPage.action">https://mr.dcfstraining.org/UserAuth/Login!loginPage.action</a></li> <li>All school employees and clergy are Mandated Reporters by State law, and must have a signed CANTS-22 (CANTS-22A for clergy) in personnel file.</li> <li>Training must be completed within 60 days of being hired. Recertification every five years for school personnel.</li> </ul>
<b>ACC</b>	<a href="#">Archdiocesan Code of Conduct (English)</a> <a href="#">Archdiocesan Code of Conduct (Spanish)</a> <a href="#">Archdiocesan Code of Conduct (Polish)</a>	<ul style="list-style-type: none"> <li>Must be read and signed at time of hire.</li> </ul>

**ADDITIONAL TRAINING FOR CLERGY ONLY**

Title	Descriptor	Fine Print and Action Items
<b>CC</b>	<b>Critical Conversations</b>	<ul style="list-style-type: none"> <li>CC is offered annually for priests in ministry or administration, and to all deacons.</li> <li>Clergy can contact the Office for the Protection of Children and Youth for a schedule at 312.534.5254 or <a href="mailto:jgavina@archchicago.org">jgavina@archchicago.org</a>.</li> </ul>

**ALL EMPLOYEES WHO ARE ON AN ARCHDIOCESAN PAYROLL MUST HAVE COMPLIANCE REGARDLESS OF WHETHER OR NOT THE EMPLOYEE WORKS WITH CHILDREN OR YOUTH OR THE NUMBER OF HOURS OR POSITION HELD.**

**THIS DOES NOT APPLY TO EMPLOYEES WHO ARE UNDER THE AGE OF 18.**