



**Office for the Protection of Children and Youth**

Compliance Guidelines and Training Chart, January 2020

**Because they cannot meet compliance requirements, no one under the age of 18 may be in a supervisory role or responsible for other minors.**

Role	CBC	FP	CANTS	PGC-VIRTUS	MRT	ACC	CC
Clergy: Priests, Deacons and Seminarians	✓		✓	✓	✓	✓	✓
All Employees of Pastoral Center, Parishes and Agencies	✓		(✓)*	✓		✓	
School Employees (certified and non-certified)	✓	✓	✓	✓	✓	✓	
DREs/CREs, Catechists, SPRED Volunteers, Youth Ministers, Coaches, Scouts	✓		✓	✓	✓	✓	
School Volunteers, and All Parish Volunteers who minister to Children and/or Youth	✓		✓	✓		✓	

**Background Checks**

What	Compliance Requirement	Details
CBC	<b>Online Criminal History Check</b> <i>Please create an online Virtus account before completing other compliance requirements</i>	Criminal history checks are created and run through Virtus by S2Verify for clergy, employees and volunteers. Rechecks are run every 3 years.
FP	The school to which you are applying will have the necessary form for you to take to Accurate Biometrics	<ul style="list-style-type: none"> <li>School employees must submit to digital fingerprinting within three business days of hire. In addition, they must also complete the Virtus online registration and 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>
CANTS	<b>English CANTS Form</b> <b>Spanish CANTS Form</b>	Must be completed and submitted at the time of hire, and then annually. * For employees who do not work with children, CANTS form is required only at time of hire.

**Training**

Title	Compliance Requirement	Details
PCG-VIRTUS	<b>VIRTUS/Protecting God's Children for Adults</b>	<ul style="list-style-type: none"> <li>Participants must pre-register at <a href="http://virtusonline.org">virtusonline.org</a>.</li> <li>Training registration must be completed within 15 days of being hired.</li> </ul>
MRT	<b>Mandated Reporter Training</b>	<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 (CANTS22A for clergy) in personnel file.</li> <li>Catechists <b>are required</b> to take the training.</li> <li>Training must be completed within 5 days of being hired.</li> <li>Recertification every three (3) years for Mandated Reporters.</li> </ul>
ACC	<b>Archdiocesan Code of Conduct</b> (English) <b>Archdiocesan Code of Conduct</b> (Spanish) <b>Archdiocesan Code of Conduct</b> (Polish)	Must be read and signed at time of hire as part of orientation.

**Additional Training for Clergy Only**

Title	Compliance Requirement	Details
CC	Critical Conversations	CC is for priests and deacons in ministry or administration.

**Student Training is to take place annually for all students in our schools and religious education programs.**