

Frequently Asked Questions (FAQ's)

Who has to complete a background check?

All employees, clergy and **volunteers**, 18 years of age and older, in parishes and schools **that work with children** and vulnerable adults, are to complete a criminal background check prior to beginning service in the Archdiocese of Chicago.

Where do I go to complete an online background check?

Logon to the archdiocese website at www.archchicago.org. Scroll down to the Protecting Children box. Click on the box and a drop-down menu will appear. Click on Background Screening to complete an online background check. Your parish or school can provide you with the confidential access code.

Who has to attend a Virtus/Protecting God's Children for Adults training session?

All employees, clergy and **volunteers**, 18 years of age and older, shall attend Virtus training. A copy of the Virtus Attendance Certificate is kept locally at the site of employment, ministry or service. Some, but not all, of the people who are to attend: teachers, priests, youth ministers, catechists, scout leaders, ushers, deacons, parents who go on field trips, student teachers, lunchroom helpers, all employees in parishes and schools, **coaches**.

How do I know where the Virtus/Protecting God's Children for Adults training sessions are being held and is registration required?

Yes, it is required that everyone preregister for Virtus training. Logon to the archdiocesan website at www.archchicago.org. Scroll down to the Protecting Children box. Click on the box and a drop-down menu will appear. Click on Virtus. You must preregister online and choose a training session.

Who is expected to read the Virtus/Protecting God's Children for Adults training bulletins after attending the Virtus training?

Anyone who works with children is expected to read the monthly bulletins. The bulletins provide ongoing education about how to protect children.

What is the CANTS form and who completes this form?

CANTS is the Child Abuse and Neglect Tracking System database maintained by the Illinois Department of Children and Family Services (DCFS). The CANTS check provides information on any person 18 years of age and older who has an indicated case/s of child abuse and or neglect against them in Illinois. All employees, clergy and **volunteers who work with children** and vulnerable adults shall complete the CANTS form. Completed CANTS forms are to be sent to DCFS by the parish and or school. A copy of the completed CANTS form is kept locally at the site of employment, ministry or service.

Who is to read the Code of Conduct and sign the Acknowledgement Form?

All employees and clergy of the Archdiocese of Chicago, 18 years of age and older, are to read and sign the Code of Conduct. **All volunteers who work with children** and vulnerable adults are also are to read and sign the Code of Conduct. The Code of Conduct is available on the archdiocesan website at www.archchicago.org in the Protecting Children section. The signed copy of the Acknowledgement Form is kept locally at the site of employment, ministry or service.