

## SAFE ENVIRONMENT REQUIREMENTS FOR NEW EMPLOYEE OR VOLUNTEER

### PROTECTING GOD'S CHILDREN CLASS

#### SELECTION.COM

#### FINGERPRINTS

### CODE OF BEHAVIOR FOR EMPLOYEES/VOLUNTEERS

#### REGISTRATION INSTRUCTIONS

#### PROTECTING GOD'S CHILDREN CLASS (PGC)

Create a Virtus account for the Diocese of Columbus

Go to [www.virtusonline.org](http://www.virtusonline.org)

Click on Registration (just below "Virtus Online")

Click on "View a list of Sessions" and/or "Begin the registration process"

Create your own personal User ID and Password

Complete the form. For primary location, please use **ST PETER ST JOAN OF ARC, POWELL**, then click "Submit".

Click on Yes or No

Select the role you play within the Diocese (continue)

Select any additional roles that you play (continue)

Answer "Yes" or "No" to the questions (continue)

Already attended a PGC session? Answer "Yes" or "No"

Select the Protecting God's Children class that you wish to attend. Pay close attention to the location, date and time when making your selection (then click on "Submit Registration")

You will be taken to a registration verification screen. Your registration is now complete for Virtus.

#### SELECTION.COM

At the end of the Virtus registration, you will be directed to another website called **Selection.com (Fastrax)**. This is for an additional background screening process for the Diocese of Columbus. It is a one-time process that does not require fingerprints, just general information. (Name, address, social security number, etc). Once you complete that information, you will be asked for payment of \$25.00. You will receive a payment code from St Peter St Joan of Arc Parish to be used at checkout if you contact us prior to registration 614-761-0903, [cguzak@spsjoa.org](mailto:cguzak@spsjoa.org). (If you pay the fee out of pocket, please submit your confirmation receipt of payment for reimbursement)

#### FINGERPRINTS

Make an appointment for fingerprints to be done at St Peter St Joan of Arc at no cost to the Employee/Volunteer. Call 614-761-0903 or email [cguzak@spsjoa.org](mailto:cguzak@spsjoa.org).

At the time of fingerprinting, a photo for an employee or Family Catechesis volunteer ID badge will be taken.

**CODE OF BEHAVIOR FOR EMPLOYEES/VOLUNTEERS** To be reviewed and signed prior to start of employment or volunteer service.