Office for the Protection of Children & Youth

Compliance Guidelines Chart – Fall 2016

** No one under the age of 18 may be in a supervisory role or responsible for other minors

Role	CBC-eApps	PGC-Virtus	ACC	CANTS	MRT	FP	CC
School Employees [Certified, Non-certified & Student Teachers]	✓	✓	✓	✓	✓	✓	
School Volunteers	✓	✓	✓	✓			
Employees [1] (Pastoral Center, Agencies & Parishes)	✓	✓	✓				
DREs/CREs, Catechists, Youth Ministers, Coaches	✓	✓	✓	✓	✓		
Volunteers who minister to children and/or young people	✓	✓	✓	✓			
Priests, Deacons & Seminarians	✓	✓	✓	✓	✓		✓

Ledger	Description	
CBC - eApps	Online Criminal Background Check - eApps A criminal background check will not process on anyone under 18 yrs. old	▪ Complete an eApps online criminal background check during the application process. A background check done for other purposes cannot be accepted. Must be done before fingerprinting. ▪ Employees/volunteers cannot begin working until background check approval has been received. ▪ National background check. Re-checks are conducted automatically every 3 yrs.
PGC-Virtus	Virtus/PROTECTING GOD'S CHILDREN *for Adults* No one under 18yrs. of age permitted at training	▪ Attend within 60 days of being hired. ▪ Certificate of attendance kept on site in personnel file. ▪ 3-hour training for adults with monthly bulletins required to maintain active account. ▪ All participants must pre-register at www.Virtusonline.org.
ACC	Archdiocesan Code of Conduct ➢ Updated version of Code of Conduct available 07/01/2015	▪ Read and sign at time of hire. *Signed Acknowledgement Form kept on site in personnel file.* ▪ New Acknowledgement Form if employee/volunteer moves to new parish/school.
CANTS	Department of Children & Family Services' Child Abuse and Neglect Tracking System Form [CANTS Form] Submit Annually	▪ Complete form and submit at time of hire, and then submitted annually. ▪ Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield by the site. ▪ Application reviewed by DCFS for abuse and neglect offenses. This is a separate requirement from the eApps online criminal background check.
MRT	Mandated Reporter Training All school employees and clergy are Mandated Reporters by State law. DREs/CREs, Catechists, Youth Ministers and Coaches are to complete this training.	▪ Complete training within 60 days of being hired. ▪ Copy of certificate kept on-site in personnel file. Online training available in English. Contact the Safe Environment Office for Spanish & Polish live training.
FP	Fingerprinting Must be done through Accurate Biometrics for the Archdiocese of Chicago	▪ Submit to digital fingerprinting within three business days of hire after completing your eApps online criminal background check. Fingerprinting done for other purposes cannot be accepted. ▪ Illinois State Bill passed in 2007 requiring all school personnel hired as of 7/1/2007 submit to fingerprinting.
CC	Critical Conversations	▪ Offered annually for priests in ministry or administration. ▪ Offered to all deacons.

[1] All employees who are listed on an Archdiocesan/parish's payroll must have compliance regardless of whether or not the employee works with children and/or young people, or the number of hours or position. This does not apply to employees who are under 18-yrs-old.

Archdiocesan Policies for the Protection of Children & Youth [§603] can be found by going to http://policy.archchicago.org (Book II – *The People of God, Part I Church Personnel*).