

**Office for the Protection of Children and Youth**  
**October 2009**  
**Compliance Expectations**

<b>ALL SCHOOL EMPLOYEES</b>		
BACKGROUND CHECK-eApps	Complete an eApps online criminal background check during the application process.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Background Screening</i> .
FINGERPRINTING	Submit to digital fingerprinting within three business days of hire.	Online at <a href="http://www.archchiago.org">www.archchiago.org</a> Scroll to the Protecting Children button and select <i>Fingerprinting</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of being hired.  <i>Certificate of attendance kept on site in personnel file.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign at time of hire.  <i>Signed acknowledgement form kept on site in personnel file.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish &amp; English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Complete form and submit at time of hire.  <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>CANTS</i> . <i>Available in Spanish and English</i>
Mandated Reporter Training  <i>All school employees are mandated reporters</i>	Attend within 3 months of being hired.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

<b>PARISH/SCHOOL VOLUNTEERS WHO WORK WITH CHILDREN</b>		
BACKGROUND CHECK	Complete an eApps online criminal background check application before being assigned as a volunteer. Applicant cannot begin service until the background check approval has been received.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of beginning service.  <i>Certificate of attendance kept on site in personnel file.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign prior to beginning service.  <i>Signed acknowledgement form kept on site in personnel file.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish &amp; English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Complete form and submit to site prior to beginning service.  <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS by the site.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>CANTS</i> .  <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Religious Educators and Youth Ministers are to attend this training.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

<b>PRIESTS/DEACONS/SEMINARIANS</b>		
BACKGROUND CHECK	Upon entrance into the seminary/deaconate formation or upon arrival in the Archdiocese.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of entering the seminary/deaconate formation or arrival in the Archdiocese.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign upon arrival or when entering seminary/deaconate formation.  <i>Signed acknowledgement form kept on site in seminary/deaconate personnel file.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Under the Protecting Children button select <i>Code of Conduct</i> .  <i>Available in Spanish, Polish &amp; English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Read and sign upon arrival or when entering seminary/deaconate formation.  <i>Copy of form kept on site in seminary/deaconate personnel file. Original mailed to DCFS by the site.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>CANTS</i> .  <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Attend within 3 months of entry into the seminary/deaconate formation or upon arrival in the Archdiocese.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .

<b>PASTORAL CENTER &amp; PARISH EMPLOYEES</b>		
BACKGROUND CHECK	Complete an eApps online criminal background check during the application process. Applicant cannot begin work until the background check approval has been received.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Background Screening</i> .
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 3 months of being hired.  <i>Certificate of attendance kept on site in personnel file</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Virtus</i> . <i>All participants must pre-register online.</i>
CODE OF CONDUCT	Read and sign at time of hire.  <i>Signed acknowledgement form kept on site in the personnel file.</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Under the Protecting Children button select <i>Code of Conduct</i> . <i>Available in Spanish, Polish &amp; English</i>
Child Abuse and Neglect Tracking System Form- CANTS	Employees who work with children must complete this form at time of hire.  <i>Copy of completed form kept in personnel file. Original mailed to DCFS by site..</i>	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>CANTS</i> .  <i>Available in Spanish and English</i>
MANDATED REPORTER TRAINING	Employees who work with children are to attend this training within 3 months of hire.	Online at <a href="http://www.archchicago.org">www.archchicago.org</a> Scroll to the Protecting Children button and select <i>Mandated Reporter Training</i> .