

Registration Instructions for Diocese of Burlington

Before taking on-line training, all participants **must** register with **VIRTUS Online**.

https://www.virtusonline.org/virtus/37569/reg_2.cfm

Or, Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

➔ Begin the registration process.

➔ View a list of sessions.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization -----> Select

Create a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.



**ROMAN CATHOLIC
DIOCESE OF BURLINGTON**

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 8 characters long. Your password must be at least 8 characters long.

Important note about selecting passwords

Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation: - Please select - ▼

First Name:

Middle Name:

Last Name:

Email: No email

Home Address:

Home Address Cont'd:

City:

State/Province: - Select - ▼

ZIP/POSTAL CODE:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: Why?

Select your **PRIMARY** from the dropdown.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Please select the primary location where you work or volunteer.

Primary location: - Please select - ▼

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

This is the list of locations with which you are associated:

Christ the King School (Burlington)

Do you work or volunteer in another location?

Registration Instructions for Diocese of Burlington

Select the role that you serve, and a title or description.

Click **Continue** to proceed.

Please select the primary role that you play within your diocese

<input type="radio"/> Candidate for ordination	<input type="radio"/> Volunteer at a diocesan affiliated school
<input type="radio"/> Deacon	<input type="radio"/> Employee of the diocese
<input type="radio"/> Priest	<input type="radio"/> Employee at a parish or church
<input type="radio"/> Educator at a diocesan affiliated school	<input type="radio"/> Volunteer at a parish or church
<input type="radio"/> Non-educator employee at a diocesan affiliated school	<input type="radio"/> Employee at a residential care facility administered by Vermont Catholic Charities

If you have a title within your diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Please review the following and respond:

➤ **Code of Conduct**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Code of Conduct." and enter your full name and today's date.

Click on **Continue**.

Diocese of Burlington
Code of Conduct

ROMAN CATHOLIC DIOCESE OF BURLINGTON
Office of Safe Environment Programs

CODE OF CONDUCT FOR CHURCH PERSONNEL WHO WORK WITH MINORS

Church personnel who work with minors (anyone under the age of 18) through the Diocese of Burlington or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and serves - and does not harm - the minors with whom they work. In keeping with that obligation, the Diocese of Burlington establishes the following Code of Conduct for all who minister to minors in the parishes of the Diocese, teach minors in the schools of the Diocese, coach minors on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with minors throughout the Diocese of Burlington.

As one of the teachers, coaches, ministers, employees and/or volunteers who work with minors in or through the Diocese of Burlington, I solemnly pledge that:

- I will, to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Burlington and the laws of the state of Vermont.
- I will always remember that I am not a peer of the minors with whom I work, and I will perform my duties accordingly.
- I will participate in the required Safe and Sacred training as outlined in Section VII(E)(2) of the Policies on Ethics and Integrity in Ministry.
- I will maintain appropriate physical and emotional boundaries with the minors with whom I work.

Problems viewing PDF? Click Here

I hereby acknowledge that I have read and understand the Code of Conduct.

Please provide an electronic acknowledgement to confirm you have received the code of conduct document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date*: (mm/SS/yyyy)

Please review the following and respond:

➤ **Policies on Ethics and Integrity in Ministry**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry." and enter your full name and today's date.

Click on **Continue**.

Diocese of Burlington
Policies on Ethics and Integrity in Ministry

I will, to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Burlington and the laws of the state of Vermont.

Problems viewing PDF? Click Here

I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry.

Please provide an electronic acknowledgement to confirm you have received the policies document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date*: (mm/SS/yyyy)

Please choose one of the following options for background checks and then Continue:

I work or volunteer at a catholic school (Diocesan, Parish, or Private) affiliated with the Diocese of Burlington and I may have unsupervised contact with minors. These positions include:

- Teachers, Administrators, Paid coaches, Guidance counselors, Librarians, Teachers aids, Afterschool aids, Kitchen staff, Custodial staff. Contractors that serve or work in close proximity to minors will be subject to the same standards as employees.
- Volunteer coaches, Chaperones for field trips and overnight events, Drivers, Stunt Night coaches.

I work or volunteer at the Diocesan chancery or Diocesan church, and I may have unsupervised contact with minors or vulnerable adults (Vulnerable adults are those who cannot take care of or protect themselves against harm or exploitation). These positions include:

- Priests, Deacons, Seminarian, Youth ministers, Youth Choir directors, Directors of Religious Education, Catechists, Alter Server instructors, Extraordinary Ministers of the Eucharist who make

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I work or volunteer at the Diocesan chancery or Diocesan church, and I may have unsupervised contact with minors or vulnerable adults (Vulnerable adults are those who cannot take care of or protect themselves against harm or exploitation). These positions include:

- Priests, Deacons, Seminarian, Youth ministers, Youth Choir directors, Directors of Religious Education, Catechists, Alter Server instructors, Extraordinary Ministers of the Eucharist who make home or hospital visits to children or adults, Chaperones and drivers for field trips and overnight events
- Please consider the Latin term, in loco Parentis, meaning in the Place of a parent. If a minor looks to an employee or volunteer for guidance on health and safety issues, bullying, being dismissed, food issues, or bathroom-related issues, you are likely seen as being in place of their parent. Ordinarily, those who serve on parish councils, liturgy or finance committees, lectors, choir members, Extraordinary Ministers of the Eucharist, or those parents who may only occasionally act as a second adult in the room for religious education classes, are NOT CONSIDERED to work with or serve children.

I have been directed by a safe environment coordinator to submit to a Fastrack criminal background check.

I do not work with or serve minors or vulnerable adults

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I have been directed by a safe environment coordinator to submit to a Fastrax criminal background check.

I do not work with or serve minors or vulnerable adults

If you are required to complete a background check, you MUST click on **Begin Background Check to complete a background check on the Selection.com secure website.**

You have now entered *Fastrax* and can click on **Enter Background Check Info** to begin the background check process.

Thank you for registering with VIRTUS Online.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

By clicking this button, you will be directed to their secure website called Fastrax™.

[Begin Background Check](#)

After completing the background check, please re-open the VIRTUS tab to complete your training.

You will be notified via email when your VIRTUS Online account is activated.

FASTRAX

The Diocese of Burlington welcomes you!

Protecting the children under the care of the Diocese of Burlington is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Ordinate, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

Your Information
Primary location: All Saints Parish, Richford

[Enter Background Check Info](#)

**ROMAN CATHOLIC
DIOCESE OF BURLINGTON**

Click on the **green circle to begin the **Online Training****

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

Thank you for completing the registration process!

Online Training Courses

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 3.0
Assigned: 11/15/2018
Due: 11/29/2018