

VOLUNTEER COMPLIANCE REQUIREMENTS

- Selection.com/Fastrax Background Check *
- Expectation Form*
- Protecting Youth Course*

Selection.com/Fastrax Background Check/Expectation Form/Protecting Youth Course

The Selection.com/Fastrax Background Check is a social security number search and is completed through the VIRTUS platform. The results are returned to the Pastoral Center in 24-72 hours. There is a \$25 fee for the background check that can be paid by credit card. There may be additional charges if you have lived outside of Ohio in the last 5 years.

If you have previously completed a Protecting Youth course or a background check, you may already have an account in VIRTUS. If you think you may have an account, check with Jacqueline R. Maume, Safe Environment Compliance Coordinator, at the Pastoral Center before you set up an account.

If you **do not have a VIRTUS account**, you will need to set one up. Click on the appropriate link below

English: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396

Spanish: https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20

These links will lead you through the process of acknowledging the Expectation Form, completing the background check and completing the protecting youth module, *Protecting God's Children*.

~~Contact Jacqueline R. Maume at the Pastoral Center if you have any questions,
419-244-6711 x4922.~~ Heather - 419-472-2288

*All can be completed through the VIRTUS platform

FINGERPRINTING
SERVICES
AT THE
PASTORAL CENTER

1933 Spielbusch Ave, Toledo, Ohio 43504
419-244-6711

WHEN

Tuesdays 12pm-4pm
Thursdays 9am-1pm

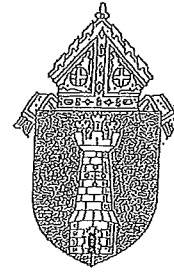
No Appointment Necessary

COST

\$25 for BCI (Ohio) and
\$25 for FBI, or \$50 for both
Cash or check payment only

The electronic process takes about 10 minutes
A driver's license and payment are required
at time of service

Fingerprinting Services are available only for
employees & volunteers of the Diocese of
Toledo parishes/schools/entities



Diocese
of Toledo

EMPLOYEES

Those employed/paid directly by the Diocese of Toledo are required to have both FBI and Selection.com background checks done at time of hire. Check with your location's compliance officer for additional information.

VOLUNTEERS

Those volunteering for the Diocese of Toledo no longer need fingerprinting services. VOLUNTEERS are required to complete a BACKGROUND CHECK by SELECTION.com, through the VIRTUS website.

Please note:

These are Diocesan Minimums, your diocesan entity may have more stringent requirements. Please check with your compliance officer for your specific requirements.

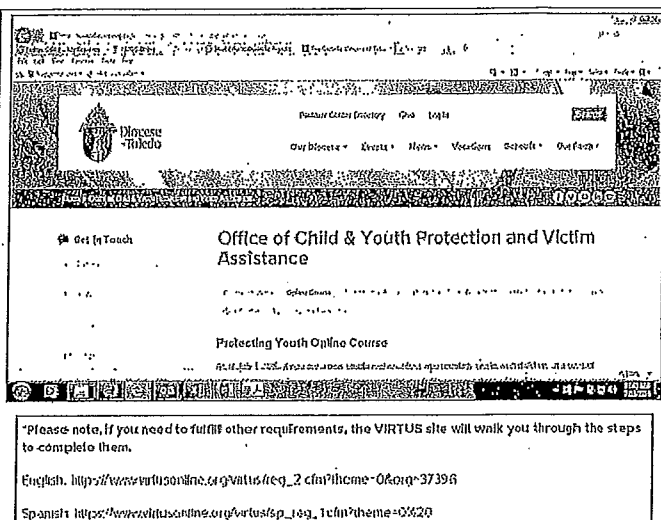
Registration Instructions

Diocese of Toledo

Before completing Protecting God's Children training online, all participants must first register with VIRTUS Online.

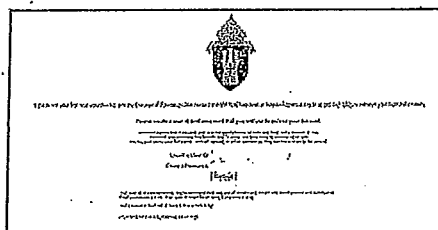
Go to the Office of Child & Youth Protection & Victim Assistance's Online Course page of the Diocesan website
<http://toledodiocese.org/page/protecting-youth-victim-assistance#onlinecourse>.

Scroll down to the bottom of the page and click on the VIRTUS link English:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396
 Spanish:
https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20 to access the VIRTUS Registration page.



Create a user ID and a 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.

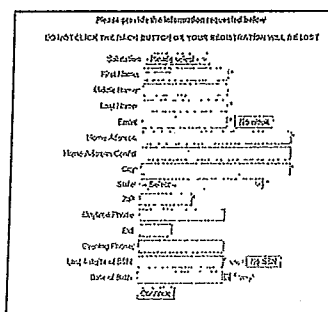


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last Four Digits of SSN, and Date of Birth.

(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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

NCCS

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, volunteer, or worship.

Do not select the location of your training session (unless it lists you as the instructor above)

Primary location:

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

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:

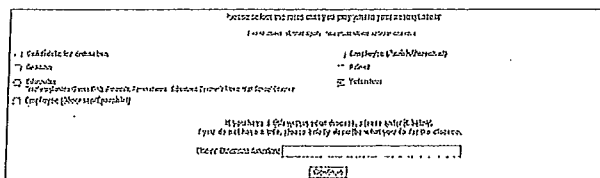
Bluffton - St. Mary (Bluffton)

Do you work, volunteer, or worship in another location?

Select the role(s) that you serve within your parish. Please check all roles that apply.

Additionally, enter your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.



Registration Instructions Diocese of Toledo

Please select any additional roles that you are associated with in the diocese, parish or school.

Click Continue to proceed.

Please select any **additional** roles that you play within your diocese

Please check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Altar Server-Adult | <input type="checkbox"/> Extern Deacon |
| <input type="checkbox"/> Altitude Council | <input type="checkbox"/> Extern Priest |
| <input type="checkbox"/> Bell Choir | <input type="checkbox"/> Family Life Group |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Hall Monitor |
| <input type="checkbox"/> Choir-Children's | <input type="checkbox"/> Home-Schooled Group |
| <input type="checkbox"/> CVO Coach | <input type="checkbox"/> Moms' Group |
| <input type="checkbox"/> Diocesan Deacon | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Diocesan Priest | <input type="checkbox"/> Parents' Club |
| <input type="checkbox"/> Educator - Administrator | <input type="checkbox"/> Religious Deacon |
| <input type="checkbox"/> Educator - Principal | <input type="checkbox"/> Religious Formation
<small>Significant Part of the World Mission Bible Study</small> |
| <input type="checkbox"/> Educator - Substitute Teacher | <input type="checkbox"/> Religious Priest |
| <input type="checkbox"/> Educator - Teacher | <input type="checkbox"/> Scout Leader |
| <input type="checkbox"/> Educator - Teacher's Aide | <input type="checkbox"/> Volunteer-Miscellaneous |
| <input type="checkbox"/> Educator-High School Coach | <input type="checkbox"/> Youth Group |
| <input type="checkbox"/> Employee | |

Continue


All registrants must please read the Diocese of Toledo, Expectation Form.

Download the Expectation Form by clicking the PDF icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your electronic signature and today's date.

Click Continue to proceed.

Diocese of Toledo
Expectation Form



PDF
Expectation Form

Click here to download, read, and download the expectation form to your computer.

Please provide an electronic signature to confirm you have read the above document and provided the requested data.

Full Name (last, first, middle initial) (last 11 digits)
 Today's Date: (mm/dd/yyyy)
 Continue

Click inside the circle to select the Online Training you wish to complete.

Please select the session you wish to attend

Protecting Our's Children for Adults (Online Training)

Protecting Our's Children for Adults (Online Training in Spanish)

Complete Registration

Click on Begin Background Check to be directed to the Selection.com background check secure website.

Thank you for registering for VIRTUS

By clicking on the "Begin Background Check" button, you will be directed to the Selection.com background check secure website.

Begin Background Check

Selection.com

You are now within the secure website of **FASTRAX**®. Please click on Enter Background Check Info to proceed.


FASTRAX

The Diocese of Toledo welcomes you!

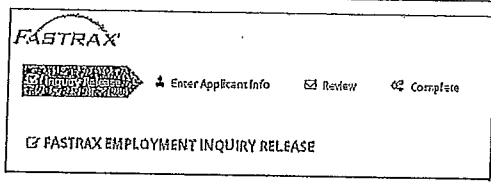
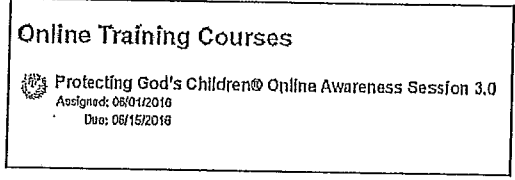
Protecting the children under the care of the Diocese of Toledo is paramount, with respect to all our organizations. These laws that exist in our jurisdiction do not only affect employees and volunteers of the Archdiocese, but also the employees of other first responders that operate within the boundaries of the Archdiocese.

Everyone has a right to expect that we do everything possible to protect our children and that a background check is conducted and we wish to thank you for doing your part to

Your Information
Primary Location: St. Peter Parish, Archdiocese



Registration Instructions Diocese of Toledo

<p>Please complete the steps within the background check process, which includes reviewing the Inquiry release, entering applicant information, a final review, and the submission of the background check.</p> <p>Once you close the <i>Fastrax</i> screen (click on the "x" in the corner), you will automatically be taken to the online training course.</p>	
<p>Click on the green circle to begin the Online Training</p> <p>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.</p>	
<p>If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. Thank you!</p>	