

Volunteers in the Diocese of Rockville Centre

Prior to volunteering in any parish or organization in the Diocese of Rockville Centre, the Diocese requires the following:

1. Attend Protecting God's Children (Virtus)
2. Sign the Codes of Conduct
3. Complete a background screening application.

(Background screening is conducted on active volunteers and employees every 5 years.)

Directions to Complete the 3 Requirements:

1. Sign up to attend a Protecting God's Children class: www.Virtus.org

When you log on to the Virtus website, you will create a Virtus account.

- a. If you have not attended a Virtus class, you are a first time registrant.
- b. On the first screen, select Rockville Centre-Safe Environment as the name of your organization.
- c. Follow all directions, provide the required information on each screen.
- d. Please be specific about your role/title. **(Volunteer is not a role/title. List your role Coach, Catechist, Lector, EM, etc.)**
- e. Read and Electronically acknowledge the Codes of Conduct.
- f. From the schedule, select the class you will attend.
- g. After selecting the class, you will be instructed to complete the background screening application.

2. Background Screening Application:

- a. Sterling Volunteers/First Advantage is the company providing background screening.
- b. Follow all the directions to complete the background screening application. **DO NOT STOP ONCE YOU BEGIN THE APPLICATION!** For security purposes, if you do not complete the process you will be locked out of the system.
- c. You will be asked to provide your Social Security Number. If you do not provide a SSN you will be charged a \$95.00 fee to process your application. This fee will be collected during the application process and is payable with a credit/debit card.

When you attend the Virtus class, please make sure to sign the attendance sheet.

(Rev.6/25)