

Per the Archdiocese of Chicago, in order to volunteer to work with children at Queen of All Saints you must complete the steps below and submit all forms to the RE Compliance Office.

All paperwork must be handed in together as a packet in an envelope. Please do not email documents as original signatures are required. Use the checklist below, as incomplete packets will be returned.

To complete requirements I, II and III, use the link below:

<http://www.archchicago.org/departments/protection/protection.shtm>

Scroll down to “Quick Links to Compliance” on the left hand side of the screen.

## I. Register for Virtus Training – Protecting God’s Children for Adults

**Instructions:** The registration site lists all dates and availability for the sessions. To register, click "Start Registration", set up a user-name and password, then fill out the personal information (ie. volunteer and the position is parent/catechist/aide/scout leader/etc). Next pick the session you want to attend (it does not have to be at Queen of All Saints). Sessions are listed chronologically so scroll down to the date that fits your schedule. If a session is restricted you may try calling the site for permission to attend, however, do not call Misericordia.

**TIP:** Pre-registration online is required to obtain credit for attending the session. Do not be late and sign in legibly on the facilitator’s attendance sheet so your attendance can be verified. Make a copy of the certificate and submit it with your packet. FYI After registering, you will receive monthly bulletins via e-mail (ongoing education and training) which only take about two minutes to complete. Please read and submit the answers to the questions in order to stay compliant. *Unread bulletins will affect your compliance status.*

## II. Submit an Online Criminal Background Screening (eApps)

**Complete all sections - there will be a green check mark next to each section when you have finished.**

### INSTRUCTIONS:

1. On the Login page click the link for first time users. Open the site search and type “Chicago”. **Queen’s has two accounts:** if your children do NOT attend QAS school, select the parish account (Queen-Saints Chicago), and if your child attends QAS school, register for the school (Queen-Saints School). Choose only one – **do not choose both!** If you worship or volunteer at another parish then you may add that parish or QAS as a secondary site.
2. Type the word “**protection**” as the **access code**.
3. Select “Archdiocese of Chicago” (not Religious Community Member/Employee/Volunteer).
4. Select "volunteer" as your desired position.
5. Print and complete the CANTS/Code of Conduct for employees/volunteers and sign legibly.
6. Send the original CANTS and Code of Conduct to the Religious Education Office.

**TIP:** Please ignore the instructions to mail the CANTS form to DCFS and put it in the packet. It will be sent to DCFS after a copy is put in your file. The Code of Conduct is also required for your file. The **CANTS** form is an **annual requirement due in August**. Complete ALL sections - a red "X" next to any category means your background check is unfinished and will not be approved.

### III. Mandated Reporter Training -**Only Required for Coaches and RE Catechists**

**TIP:** Be prepared to spend at least 40 minutes (you cannot exit and return). Use a computer equipped with speakers and connected to a printer. Only computer generated, post assessment certificates will be accepted as proof of completion. To receive credit for the training, submit certificate to the RE Office.

### IV. Email a Photo for an ID Badge

**TIP: Email to [virtus@gasparish.org](mailto:virtus@gasparish.org)** JPEG format is best. The photo should be a picture similar to what would be submitted for a passport. Please specify your child's grade and homeroom teacher so we can send the badge to you through school. If you do not have a child in the school, we will let you know when the badge is ready to be picked up.

Please allow 2-4 weeks for processing the compliance paperwork. Paperwork submitted at the beginning of the school year may not be processed until late September, so please be patient. Your badge will be sent home with your child once you are approved.

Check List for Compliance Packet\* to be sent in an envelope c/o Religious Education Office:  
**\*Incomplete packets will not be processed**

- Virtus Certificate
- CANTS form (DCFS authorization for background check – due annually in August)
- Code of Conduct form
- Photo for badge (via email please, with your name in subject line)
- Mandated Reporter Certificate (only required if you wish to be a coach or catechist)

To review the requirements set forth by the Archdiocese of Chicago visit <http://www.archdiocese-chgo.org/ProtectingChildren.htm> under the Compliance Guidelines Chart.

**Questions and photos should be sent via e-mail: [virtus@gasparish.org](mailto:virtus@gasparish.org)  
Or call 773-286-1939**