

OFFICE FOR THE PROTECTION OF CHILDREN & YOUTH

COMPLIANCE GUIDELINES CHART – FALL 2016

** NO ONE UNDER THE AGE OF 18 MAY BE IN A SUPERVISORY ROLE OR RESPONSIBLE FOR OTHER MINORS

ROLE		CBC-eAPPS	PGC-VIRTUS	ACC	CANTS	MRT	FP	CC
School Employees [Certified, Non-certified & Student Teachers]		✓	✓	✓	✓	✓	✓	
School Volunteers		✓	✓	✓	✓			
Employees ¹ (Pastoral Center, Agencies & Parishes)		✓	✓	✓				
DREs/CREs, Catechists, Youth Ministers, Coaches		✓	✓	✓	✓	✓		
Volunteers who minister to children and/or young people		✓	✓	✓	✓			
Priests, Deacons & Seminarians		✓	✓	✓	✓	✓		✓

LEDGER	DESCRIPTION	
CBC - eAPPS	<p>ONLINE CRIMINAL BACKGROUND CHECK - eApps A criminal background check will not process on anyone under 18 yrs. old</p>	<ul style="list-style-type: none"> ▪ Complete an eApps online criminal background check during the application process. A background check done for other purposes cannot be accepted. Must be done before fingerprinting. ▪ Employees/volunteers cannot begin working until background check approval has been received. ▪ National background check. Re-checks are conducted automatically every 3 yrs.
PGC-VIRTUS	<p>VIRTUS/PROTECTING GOD’S CHILDREN for Adults No one under 18yrs. of age permitted at training</p>	<ul style="list-style-type: none"> ▪ Attend within 60 days of being hired. ▪ Certificate of attendance kept on site in personnel file. ▪ 3-hour training for adults with monthly bulletins required to maintain active account. ▪ All participants must pre-register at www.Virtusonline.org.
ACC	<p>ARCHDIOCESAN CODE OF CONDUCT ➤ Updated version of Code of Conduct available 07/01/2015</p>	<ul style="list-style-type: none"> ▪ Read and sign at time of hire. <i>Signed Acknowledgement Form kept on site in personnel file.</i> ▪ New Acknowledgement Form if employee/volunteer moves to new parish/school.
CANTS	<p>DEPARTMENT OF CHILDREN & FAMILY SERVICES’ CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS Form] Submit Annually</p>	<ul style="list-style-type: none"> ▪ Complete form and submit at time of hire, and then submitted annually. ▪ Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield by the site. ▪ Application reviewed by DCFS for abuse and neglect offenses. This is a separate requirement from the eApps online criminal background check.
MRT	<p>MANDATED REPORTER TRAINING All school employees and clergy are Mandated Reporters by State law. DREs/CREs, Catechists, Youth Ministers and Coaches are to complete this training.</p>	<ul style="list-style-type: none"> ▪ Complete training within 60 days of being hired. ▪ Copy of certificate kept on-site in personnel file. Online training available in English. Contact the Safe Environment Office for Spanish & Polish live training.
FP	<p>FINGERPRINTING Must be done through Accurate Biometrics for the Archdiocese of Chicago</p>	<ul style="list-style-type: none"> ▪ Submit to digital fingerprinting within three business days of hire after completing your eApps online criminal background check. Fingerprinting done for other purposes cannot be accepted. ▪ Illinois State Bill passed in 2007 requiring all school personnel hired as of 7/1/2007 submit to fingerprinting.
CC	<p>CRITICAL CONVERSATIONS</p>	<ul style="list-style-type: none"> ▪ Offered annually for priests in ministry or administration. ▪ Offered to all deacons.

¹All employees who are listed on an Archdiocesan/parish’s payroll must have compliance regardless of whether or not the employee works with children and/or young people, or the number of hours or position. This does not apply to employees who are under 18-yrs-old.