

ARCHDIOCESE OF CHICAGO

Office for the Protection of Children and Youth
Office of Assistance Ministry
Office for Child Abuse Investigations and Review
Safe Environment Office



P. O. Box 1979
Chicago, Illinois 60690-1979
312-534-5388
312-751-8307, fax

SITE ADMINISTRATOR TRAINING 2017

Site Administrator is an on-site employee designated by the pastor or principal at their parish or school, respectively, whose qualifications and duties include but are not limited to the management of compliance data for their site's employees and volunteers. Each parish and school needs a Site Administrator.

A Site Administrator plays an important role by insuring that the pastor/principal is aware of the compliance at their location, and assuring parents and caregivers that their children and young people will be in a safe environment. The Site Administrator has specific expectations and responsibilities to make certain that each adult that is employed or volunteers at their location have complied with the requirements for working with children and young people. These expectations and responsibilities include but are not limited to: maintaining and updating the online database for Criminal Background Screening and Protecting God's Children for Adults Virtus training, collecting CANTS & Code of Conduct forms, filing Virtus and Mandated Reporter certificates, submitting CANTS forms to DCFS, keeping the pastor/principal informed, and paying invoices for Fingerprinting and the eApps system. It is also the responsibility of the Site Administrator to provide the necessary data to their pastor/principal to complete the Annual Compliance Audit.

To be a Site Administrator you must also be in total compliance, which includes an approved Virtus account and an approved background check.

Registration is required. Please register at least 5 business days prior to the scheduled training. To register, email Judy Gavina at jgavina@archchicago.org or call 312-534-5254. Classes may be canceled because of low enrollment.

Schedule for upcoming Site Administrator Training

DATE	TIME	LOCATION	ADDRESS
Wednesday, January 18, 2017	9:30am - 12:30pm	Office for the Protection of Children and Youth	743 North Dearborn Street Chicago, IL 60654

Wednesday, February 8, 2017	9:30am –12:30pm	St. Aloysius Parish	2300 West Le Moyne Street Chicago, IL 60622 <i>*Special Instructions: Room 101</i>
Wednesday, March 8, 2017	9:30am – 12:30pm	St. Mary of Vernon Parish	236 U.S. Highway 45 Indian Creek, IL 60061 <i>*Special Instructions: Training will be at the James Finnegan Parish Center</i>
Wednesday, March 29, 2017 **Limited Seating (20)	9:30am – 12:30pm	St. Mary, Star of the Sea School	6424 South Kenneth Avenue Chicago, IL 60629 <i>*Special Instructions: proceed to the schools main entrance, ring doorbell and go to the main office</i>
Wednesday, April 26, 2017	9:30am – 12:30pm	St. Jude the Apostle Parish	900 East 154 th Street South Holland, IL 60473
Wednesday, May 10, 2017 **Limited Seating (12)	9:30am – 12:30pm	Ascension Parish	808 South East Avenue Oak Park, IL 60304 <i>*Special Instructions: Room 215</i>
Wednesday, June 7, 2017	9:30am – 12:30pm	St. Cornelius Parish	5430 West Foster Avenue, Chicago, IL 60630