

**OFFICE FOR THE PROTECTION OF CHILDREN & YOUTH
COMPLIANCE GUIDELINES AND TRAINING CHART**

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

Role	CBC	FP	CANTS	PGC-VIRTUS	MRT	ACC	CC
Priests, Deacons & Seminarians	✓		✓	✓	✓	✓	✓
Employees of Pastoral Center, Parishes & Agencies	✓			✓		✓	
School Employees [Certified & Non-certified]	✓	✓	✓	✓	✓	✓	
DREs/CREs, Catechists, Youth Ministers, Coaches	✓		✓	✓	✓	✓	
School Volunteers, Scouts, and All Parish Volunteers Who Minister to Children and/or Youth	✓		✓	✓		✓	

BACKGROUND CHECKS

What	How	Details
CBC (EMP.)	Employee Online Criminal Background Check <i>Please create an online eApps application before completing other compliance requirements.</i>	<ul style="list-style-type: none"> Employee background checks are created and run through eApps.
FP	Fingerprinting Application Form Accurate Biometrics	<ul style="list-style-type: none"> School employees must submit to digital fingerprinting within three business days of hire, after completing the eApps online criminal background check. Fingerprinting must be done through Accurate Biometrics for the Archdiocese of Chicago. Fingerprinting done for any other purposes cannot be accepted.
CANTS	English CANTS Form Spanish CANTS Form	<ul style="list-style-type: none"> Must be completed and submitted at the time of hire, and then annually.
CBC (VOL.)	Volunteer Online Criminal Background Check <i>Please create an online Virtus account before completing other compliance requirements</i>	<ul style="list-style-type: none"> Volunteer background checks are created and run through Virtus.

TRAINING

Title	Descriptor	Fine Print and Action Items
PGC-VIRTUS	VIRTUS/Protecting God's Children for Adults	<ul style="list-style-type: none"> Participants must pre-register at www.Virtusonline.org. Training must be completed within 60 days of being hired.
MRT	Mandated Reporter Training	<ul style="list-style-type: none"> Participants must register for training at https://mr.dcfstraining.org/UserAuth/Login!loginPage.action All school employees and clergy are Mandated Reporters by State law, and must have a signed CANTS-22 (CANTS-22A for clergy) in personnel file. Training must be completed within 60 days of being hired. Recertification every five years for school personnel.
ACC	Archdiocesan Code of Conduct (English) Archdiocesan Code of Conduct (Spanish) Archdiocesan Code of Conduct (Polish)	<ul style="list-style-type: none"> Must be read and signed at time of hire.

ADDITIONAL TRAINING FOR CLERGY ONLY

Title	Descriptor	Fine Print and Action Items
CC	Critical Conversations	<ul style="list-style-type: none"> CC is for priests and deacons in ministry or administration.

**ALL EMPLOYEES WHO ARE ON AN ARCHDIOCESAN PAYROLL MUST HAVE COMPLIANCE REGARDLESS OF WHETHER OR NOT THE EMPLOYEE WORKS WITH CHILDREN OR YOUTH OR THE NUMBER OF HOURS OR POSITION HELD.
THIS DOES NOT APPLY TO EMPLOYEES WHO ARE UNDER THE AGE OF 18.**