

VIRTUS: Background Checks and Safe Environment Class

****Required prior to volunteering at Our Lady of Fatima Parish School****

The Archdiocese of Seattle requires that **ALL** school volunteers (including parents and stepparents, guardians, grandparents, nannies, au pairs, etc.) complete a background check **AND** attend the Safe Environment training class within 30 days of submitting their background check in order to volunteer at school in any capacity (including volunteering at school, driving on field trips, working at events, etc).

Background checks are submitted via the [Virtus](#) website, which is used by archdioceses throughout the country. To create your account, please click on "First time Registrant," then click on "Begin the registration process." Under organization, select "Seattle, WA (Archdiocese)," then create your user name and password. Registrants will be asked to verify if they have taken the Safe Environment class, and if not, will be required to register for the course entitled "Protecting God's Children for Adults." If you have previously taken the class, you can check the box to that effect and list the date you took it.

If you have not taken the Safe Environment class, you need to attend one within 30 days of submitting your background check. To register for the class, click on the "Training" tab at the top, click "Live Training" at the left, and then click "Pre-register for an upcoming live training in your area." Scroll through the list of classes until you find an in-person class that works with your schedule and register for it. Classes are regularly offered year-round at parishes throughout the archdiocese. Alternatively, there is an online class available (found at the very bottom of the class list, available in English or Spanish). Volunteers need to attend the Safe Environment class only once (there are additional requirements for CYO coaches).

Once registered on the site, Virtus will notify volunteers via email when they are due for a background check renewal and online Safe Environment refresher training – both are required every three years. If you change email addresses, please be sure to update your Virtus account, so the reminders will reach you.

Background checks and Safe Environment credentials are tracked by the parish office. You do NOT need to submit course completion certificates to the school office.

To check if you are due for a background check or Safe Environment training, log in to your Virtus account or contact Mark Abadir (mabadir@olfatima.org), Administrative Assistant in the OLF Parish Office.

PLEASE NOTE: The archdiocese recommends accessing Virtus only via a computer, not via your mobile phone.