

Name _____

1) Protecting God's Children Training Session Completed? Yes No

 Date? _____

 Location _____

2) Registered On-line (www.virtus.org)? Yes No

3) Current on Training Bulletins? Yes No

4) Recertification Needed? Yes, at this time Not Yet

5) Form A on file? Yes No

6) Acknowledgement/Consent form for Background Check on file? Yes No

7) Acknowledgement/Consent form and Form A sent into the Diocese of Davenport? Yes No

If "No" is circled for any of the above, please take the following remedial action(s) listed by the same number:

1) Plan to attend the next available VIRTUS training session. Check the diocesan website (www.davenportdiocese.org) or Catholic Messenger for updates on sessions offered. (30 days to comply)

2) Log onto the VIRTUS internet website (www.virtus.org) On the left side of the screen, look for and click on "Registration." Follow the instructions to register.

3) Once you are registered on-line (see #2), you will be responsible for completing training bulletins provided by the VIRTUS website. Depending on your internet provider, you may or may not receive notices that new bulletins are available. Regardless of whether you receive these notices, you are still responsible for completing the bulletins. Log onto the VIRTUS website, and provide your user id and password (you set these up when you registered on-line). Once you've logged on, you'll see a screen with tabs at the top labeled "My Toolbox," "My Training," "My Library," and "My Diocese." Click on the tab labeled "My Training." On the left side of that screen, click on "Training Bulletin Report." A chart will identify the number of bulletins you have completed. From here you can access all incomplete reports and finish them. You'll be asked to read an article and answer a question at the conclusion. You must submit the correct answer to the question given to complete the report. If you answer incorrectly, correct your answer and submit again.

4) One year after you have registered on-line, you will need to re-certify. This requirement will be noted on the website when you log on. You'll be asked to answer a series of questions, after which your re-certification will be complete. (bulleted as On-Line training on the "My Training" tab)

5) If you have not completed "Form A," State of Iowa Non-Law Enforcement Record Check Request, please obtain one from your supervisor/employer, complete and return.

6) If you have not completed "Acknowledgement and Consent Form," please obtain one from your supervisor/employer, complete and return.