

The Guide for Being Compliant with the Child Protection Policy of the Archdiocese of Washington for Volunteers & Employees Effective July 2, 2019

Step 1: Register at the Virtus Website & Register for *Protecting God's Children for Adults*

Visit the Virtus website at: www.Virtus.org and create an account. Click on FIRST-TIME REGISTRANT. Choose BEGIN THE REGISTRATION PROCESS.

Use the drop-down menu and select WASHINGTON DC (Archdiocese).

Create a User ID and Password.

You will be asked to select the primary location where you work and volunteer with children.

Use the drop-down menu to select Holy Redeemer (205) (Kensington).

You will be asked to select the role that you play in your diocese.

If you are a Holy Redeemer School Employee, select EDUCATOR.

If you are a volunteer at Holy Redeemer Parish and/or School, select VOLUNTEER.

If you are a school employee, enter your title.

If you are a volunteer, enter a description of your primary role, e.g. school parent, soccer coach.

You will be asked to confirm that you have download and read the *Code of Conduct* for the Archdiocese of Washington.

Finally, you will be asked to register for the mandatory live training, *Protecting God's Children for Adults*. Then click, SUBMIT REGISTRATION.

If you do not choose a training session at this time, you may still click, SUBMIT REGISTRATION.

You will be advised that you will have to return to the Virtus website, log in, and register later. **It is very important that you register for and complete this training module so that you are eligible to fulfill your volunteer commitment.** The training MUST be completed within 60 days of being fingerprinted.

When you log in, click on TRAINING on the left menu bar.

Step 2: Complete the Archdiocese of Washington Volunteer Application Form

Make an appointment via email to submit the [ADW Volunteer Application Form](#) provided to Ann Enkiri, Holy Redeemer's Child Safety Compliance Coordinator: a.enkiri@hrs-ken.org.

Bring two forms of government-issued identification, one with a photo: driver's license, passport, military i.d. Ms. Enkiri is the school librarian and will schedule to meet with you in the library, located on the lower level of the church. Please use the entrance closest to the little playground at the rear of the church. Ring "Library" for entrance. **Ms. Enkiri is currently available from 3 PM – 7 PM on the following dates: Tuesdays, July 30, Aug. 6; Wednesdays, July 31 and Aug. 7; and Fridays, Aug. 9 and Aug. 16. Other appointments are available at your request. During the school year, contact Ms. Enkiri for a daytime appointment or to request an evening appointment on Tuesdays and Thursdays from 6-7 PM.**

Step 3: Schedule a Fingerprinting Appointment at an ADW-Approved Location

Upon submission of your application and identification, Ms. Enkiri will provide you with a **LiveScan Pre-Registration Application** for fingerprinting with the archdiocesan authorization number.

Contact a fingerprinting location on the ADW-approved list provided and schedule an appointment.

Bring the **LiveScan Pre-Registration Application** and two forms of government-issued identification to the fingerprinting location.