

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

**\*BECAUSE THEY CANNOT MEET COMPLIANCE REQUIREMENTS, 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	✓		✓	✓	✓	✓	✓
All Employees of Pastoral Center, Parishes & Agencies	✓		(✓)	✓		✓	
School Employees [Certified & Non-certified]	✓	✓	✓	✓	✓	✓	
DREs/CREs, Catechists, SPRED Volunteers, Youth Ministers, Coaches, Scouts	✓		✓	✓	✓	✓	
School Volunteers, and All Parish Volunteers Who Minister to Children and/or Youth	✓		✓	✓		✓	

**BACKGROUND CHECKS**

What	How	Details
<b>CBC (CLERGY &amp; EMP.)</b>	<a href="#">Clergy and Employee Online Criminal History Check</a> <i>Please create an online eApps application before completing other compliance requirements.</i>	<ul style="list-style-type: none"> <li>Employee criminal history checks are created and run through eApps. Clergy checks are through eApps.</li> </ul>
<b>FP</b>	<a href="#">Fingerprinting Application Form</a> <a href="#">Accurate Biometrics</a>	<ul style="list-style-type: none"> <li>School employees must submit to digital fingerprinting within three business days of hire, <b>after</b> completing the eApps online criminal background check.</li> <li>Fingerprinting must be done through Accurate Biometrics for the Archdiocese of Chicago. Fingerprinting done for any other purposes cannot be accepted.</li> </ul>
<b>CANTS</b>	<a href="#">English CANTS Form</a> <a href="#">Spanish CANTS Form</a>	<ul style="list-style-type: none"> <li>Must be completed and submitted at the time of hire, and then annually. (For employees who do not work with children, CANTS form is required only at time of hire.)</li> </ul>
<b>CBC (VOL.)</b>	<a href="#">Volunteer Online Criminal History Check</a> <i>Please create an online Virtus account before completing other compliance requirements</i>	<ul style="list-style-type: none"> <li>Volunteer criminal history checks are created and run through Virtus.</li> </ul>

**TRAINING**

Title	Descriptor	Fine Print and Action Items
<b>PGC-VIRTUS</b>	<a href="#">VIRTUS/Protecting God's Children for Adults</a>	<ul style="list-style-type: none"> <li>Participants must pre-register at <a href="http://www.Virtusonline.org">www.Virtusonline.org</a>.</li> <li>Training must be completed within 60 days of being hired.</li> </ul>
<b>MRT</b>	<a href="#">Mandated Reporter Training</a>	<ul style="list-style-type: none"> <li>Participants must register for training at <a href="https://mr.dcfstraining.org/UserAuth/Login!loginPage.action">https://mr.dcfstraining.org/UserAuth/Login!loginPage.action</a></li> <li>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.</li> <li>Training must be completed within 60 days of being hired. Recertification every five years for school personnel.</li> </ul>
<b>ACC</b>	<a href="#">Archdiocesan Code of Conduct (English)</a> <a href="#">Archdiocesan Code of Conduct (Spanish)</a> <a href="#">Archdiocesan Code of Conduct (Polish)</a>	<ul style="list-style-type: none"> <li>Must be read and signed at time of hire.</li> </ul>

**ADDITIONAL TRAINING FOR CLERGY ONLY**

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

**STUDENT TRAINING IS TO TAKE PLACE ANNUALLY FOR ALL STUDENTS IN OUR SCHOOLS OR RELIGIOUS EDUCATION PROGRAMS**