



**DIOCESE OF ALLENTOWN**  
OFFICE OF CATHOLIC HEALTH,  
HUMAN SERVICES, AND YOUTH PROTECTION  
*OFFICE OF THE SECRETARY*  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA 18105-1538

**Instructions to Obtain PGC Certificates**

**Protecting God's Children Program (PGC)**

The Protecting God's Children™ program is a virtual training that includes videos and question and answer segments. All clergy, employees, and volunteers must complete training.

1. Please visit <https://www.virtusonline.org/virtus/>
2. Select the "First-Time Registrant" button
3. Select  "Begin the registration process"
4. Using the dropdown arrow select "Allentown, PA (Diocese)"
5. Click "yes or no" if you have previously registered with Virtus. Select "No" if you are not sure.
6. Create a username and password, please keep these for future trainings
7. Please fill in all \*items. Do not select "No Email," you must have an email address to do the virtual training.
8. In this step, **DO NOT** select the location of your training session - you will pick that later.  
Please select the primary location you will be volunteering/employed at.  
Please select at least one primary role you perform at this location  
Please select any additional roles you perform at this location  
Please enter your actual title or position of service
9. Select "Yes" if you are associated with any other diocesan locations, "No" if you are not.
10. Please answer the four questions on the next page, by selecting "Yes" or "No"
11. Please print and read the documents on the next page, select "I have read and understand this document," fill in your name and the date, select continue.
12. On the next page Select "Online Training" or "Online Spanish Training," then click the "Continue Button"
13. Have you already attended a VIRTUS Protecting God's Children Session? select "Yes" or "No"
14. Registration is now complete. Your home page will open, The "Current Training" box will say;  
**You have 1 online module assigned,** click on the words to start your training.
15. Online Training Modules page will open, click on **"Protecting God's Children Online Awareness Session 4.0"**
16. You have reached the end of this training. Would you like to close this window? Select "yes"
17. Click on the **"Home"** tab.
18. Then click on **"Training History"**
19. Click on the tiny **Certificate Icon**, found under training history. Print or email certificate to the location you will be volunteering or employed. Be sure to have pop-up blockers off.

