TO: **Volunteer**

FROM: **Eileen Howard**
Human Resources Manager

RE: **HR Paperwork Checklist**

All necessary paperwork for volunteering/supervision is outlined below. Please complete all highlighted items and deliver to Human Resources.

Personal Information Form – complete and return

Child Abuse Policy – Review, complete the Acknowledgment and return.

Sexual Harassment Policy – Review, complete the Acknowledgment and return.

Emergency Form – Complete and return

TB Test Clearance: See your Primary Care Physician to complete the TB Assessment Questionnaire and return one of the following. 1) CTCA Certificate of Completion 2) TB Result Certificate (negative) **OR** 3) Results of Chest X-ray.

Register for **VIRTUS Online Training "Protecting God's Children for Adults"**. Log on to: **https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37973** . You will need to register a username/password in case you need to come back to complete the session at a later time. Choose "Salesian College Preparatory". At the end of the online session, please print out the certificate and turn in to HR.

If you have any questions on any of this paperwork, please contact Eileen Howard at 510.234.4433 x1204 or by email at ehoward@salesian.com

Personal Information Form

Date: _____

Name: _____

Address: _____

_____

Home Phone: _____

Cell Phone: _____

Email _____

Date of Birth: _____

Position:

_____

Date of Service: _____

FOR OFFICE USE ONLY:

	Cleared (Y or N)	Date
Livescan		
Megan's Law		

Child Abuse Policy

Salesian College Preparatory
Richmond, California

Adopted October 1, 1990
(Revised June 1, 2001)
(Revised August 2011)
(Revised May 2015)
(Revised September 2017)

I. INTRODUCTION

Consistent with the teaching and example of Jesus and St. John Bosco, Salesian College Preparatory is concerned with the well-being of all people. It has a special concern for those who are most vulnerable and cannot fully care for themselves.

In recent years the number of cases of child abuse has increased. The lasting impact of such incidents on victims, their families and the Church is a profound tragedy for Salesian College Preparatory and society as a whole. We wish to prevent child abuse, whether it is physical, psychological or sexual in nature.

Salesian College Preparatory must speak out and take action against child abuse. Young people place a profound moral and sacred trust in their religious and educational leaders. That trust must never be violated by any person associated with Salesian College Preparatory. Betrayal of that trust must be dealt with legally and in a swift and compassionate manner for all concerned. Concern for the reputation of a suspected individual or the institution is secondary to the child's well-being. Once again, our primary concern is the welfare of the child.

II. POLICY

Salesian College Preparatory has numerous daily contacts with children. It is therefore important that all religious and lay personnel protect the rights and dignity of children and be alert to incidents of child abuse. Any and all religious and lay personnel who know of any incident of child abuse must comply with all applicable reporting or other requirements of state and local laws.

These policies, and the procedures that have been developed to carry them out, reflect Salesian College Preparatory's strong conviction that all forms of child abuse constitute gravely serious matters that can cause inestimable pain and anguish for victims and their families. For this reason, Salesian College Preparatory is determined to do all that it can to prevent such abuse from occurring, to respond immediately when it does occur, and to bring the healing ministry of Jesus and the teaching and example of St. John Bosco to all who have been victimized by this tragic and aberrant behavior.

III. DEFINITIONS

For the purpose of this document:

Child: a person from birth through the age of 18.

Child Abuse: any form of non-accidental harm or threatened harm to a child's health or wellbeing, including damage to the physical, sexual or mental well-being of the child. "Child abuse or neglect" does not include a mutual affray between minors. The term "child abuse" may consist of any of the following:

- **Sexual Abuse** – any act which involves sexual contact, sexual molestation or sexual exploitation of a child by an adult, whether physical injuries are sustained or not. Sexual abuse includes acts of incest, rape or sexual offence of any degree, sodomy and unnatural or perverted practices, lewd or indecent acts or proposals, permitting or encouraging a child to participate in any sexual activities or engaging in any act with a child that is contemplated by the adult to provide sexual satisfaction for the adult.

- **Physical Abuse** – any act which causes a physical injury to a child as a result of cruel or inhumane treatment or as a result of a malicious act under circumstances which indicate that a child's health or welfare is unduly harmed or threatened thereby.

- **Child Neglect or Abandonment** – any act of abandonment of a child by a parent, custodian or guardian; lack of care or control with respect to subsistence, education, or physical or emotional health (excluding instances of financial inability to so provide).

Child Protective Agency: a police department, sheriff's department, country probation department, county welfare department, or any other agency that is designated by the local or state government to be responsible for receiving child abuse reports. (West Contra Costa County Children's Protective Services' 24-hour telephone no. is 510.374.3324.)

Personnel: includes any lay or religious person who has been hired to work as an employee at the direction of Salesian College Preparatory and/or any volunteer working at the direction of Salesian College Preparatory.

Reasonable Suspicion: objective reasoning based upon facts that could cause a reasonable person in a like position, drawing where appropriate on his or her training and experience, to suspect child abuse.

Mandated Reporters: Under California Penal Code § 11165.7, it is a crime for certain persons who have a special working relationship with a child, not to report suspected or actual incidents of child abuse to the proper authorities. Mandatory reporters include, among others, child care custodians, health care practitioners and members of the clergy.

- **Child Care Custodians** include, among others, teachers; school, club and camp administrators; teacher's aides and playground monitors.

- **Health Care Practitioners** include, among others, all medical personnel, including trainees, nurses and licensed marriage, family and child counselors.

- **Members of the Clergy** include priests, ministers, rabbis, religious practitioners, or similar functionaries of church, temple, or recognized religious denomination or organization (Penal Code § 11165.7, AB 3354). Roman Catholic tradition and canonical definition indicate that this definition would include those who have received Holy Orders, such as deacons, priests, and bishops.

IV. SUMMARY OF PROCEDURES IN CASE OF SUSPECTED CHILD ABUSE

Child abuse by Church personnel is, by definition, contrary to Christian principles and unacceptable behavior for persons who are volunteers, employees or members of the clergy. Under no circumstances does the Salesian College Preparatory permit or condone such behavior.

The Salesian College Preparatory takes immediate and decisive action on all accusations of child abuse in accordance with the applicable provisions of civil and Church law. In all cases involving allegations of child abuse by Church personnel, it is the policy of the Salesian College Preparatory to:

1. Respond promptly to all allegations of abuse where there is a reasonable suspicion that the abuse has occurred.
2. If such allegations are supported by sufficient evidence, relieve the alleged offender promptly of any duties and refer the person for appropriate medical, psychological, or other appropriate evaluation and intervention.

3. Comply with the obligations of civil law with regards to reporting of the incident and cooperating with any investigation.
4. Reach out the victims and their families and communicate our sincere commitment to their spiritual and emotional well-being.

These policies and procedures that we follow in cases where child abuse is suspected or alleged are designed to protect children, youth and adults from all threats against their dignity and privacy. Our policies are also intended to protect members of the clergy and other Salesian personnel against false or unsubstantiated accusations of child abuse, which can all too easily destroy the reputation and sense of personal integrity of individuals whose service to the Church has been exemplary in all respects.

V. PREVENTION OF CHILD ABUSE

Following are behavioral guidelines for working with children or youth:

A. **Lifestyle**: All personnel shall try to maintain a healthy and faith-filled lifestyle. Attention to proper diet and adequate exercise, reduction of stress, appropriate leisure activities, regular prayer life, spiritual direction, healthy friendships and social interaction are all important dimensions of a balanced lifestyle.

B. **Isolation to be Avoided**: All personnel need to be acutely aware of the risks involved in activities with minors which might result in isolation from others, including, without limitation, overnight stays with minors in the absence of other supervising adults. Such circumstances should be avoided. If anyone learns of such isolated incidents, they are to report directly to the Principal or President.

C. **Contacts and Activities to be Avoided**:
   1. No child shall live in the living quarters of adult personnel.
   2. No child or group of children should visit adult personnel's living quarters.
   3. Do not provide minors with alcoholic beverages, tobacco, drugs or anything that is prohibited by law.
   4. No adult should have an exclusive friendship with one child.
   5. No adult should take vacations with a child or a group of children when parents or other adult supervisors are absent.
   6. No overnight or long trips with a child or a group of children when parents or other adult supervisors are absent.
   7. No late night activities with a child or group of children unless other parents or adults are present.
   8. No taking an individual child to health clubs, etc.

9. Do not be alone with a child in a residence, sleeping facility, locker room, restroom, dressing facility, or other closed room or isolated area that is inappropriate to a teaching or ministry relationship.
10. Do not engage in any physical discipline of a child. Salesian College Preparatory's disciplinary procedures are set forth in Student-Family Handbook.
11. Any touching of a child shall be age appropriate and based on the need of the child and not the need of the adult. Avoid physical contact with children. If a child initiates physical contact, an appropriate, limited response is proper.
12. No driving alone with one child.
13. Topics, vocabulary, recordings, films, games or the use of computer software or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be employed with children. Sexually explicit or pornographic material is never appropriate for children.
14. Do not administer medication of any kind to a child without written parental permission.
15. If you recognize inappropriate personal or physical attraction developing between yourself and a child, maintain clear professional boundaries between yourself and the child and/or refer the child to another adult.
16. If one-on-one tutorial or pastoral care of a child should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability. Limit both the length and number of any such meetings and notify parents of all planned meetings.
17. Do not take photographs of children while they are unclothed or dressing (e.g., in a locker room or bathing facility).
18. Do not engage in any wrestling, "rough-housing," or "horseplay" with a child.
19. If you observe anyone (adult or minor) abusing a child, take appropriate steps to immediately intervene and to provide a safe environment for the child. Report the offending conduct immediately.

VI. REPORTING INCIDENTS OF SUSPECTED OR ALLEGED CHILD ABUSE

Reporting requirements of mandated reporters:

A. **When to Report**: A child care custodian, health care practitioner, or member of the clergy who, in his or her professional capacity or within the scope of his or her service or employment, becomes aware of, or observes a child whom he or she reasonably suspects has been a victim of child abuse, must report the known or suspected incident(s) of child abuse by telephone to a child protective agency immediately or as soon

as practically possible, and by written report within 36 hours. Written reports shall be submitted on forms adopted by the Department of Justice and made available through child protective agencies. (West Contra Costa County Children's Protective Services' 24-hour telephone number is 510-374-3324.)

B. **Information to be Reported**: If known by the mandated reporter, the following information shall be included in any report of alleged or suspected child abuse:
   1. name, address and age of child;
   2. names, address(es) and telephone numbers of child's parents or guardian(s);
   3. current whereabouts of the child;
   4. the child's school, grade and class;
   5. the name, business address and telephone number of the mandated reporter;
   6. the capacity that makes that person a mandated reporter;
   7. the information that gave rise to the reasonable suspicion of child abuse and the source(s) of that information; and
   8. the name, address, telephone number and other relevant personal information about the suspected abuser.

The mandated reporter shall make a report even if some of the above information is not known or is uncertain to him or her.

C. **Shared Responsibility to Report**: If two or more mandated reporters are present in a situation and together become aware of a known or suspected instances of child abuse, they may agree that one of them will make the required telephone and written reports. If, however, a mandated reporter learns that the designated individual did not report, he or she must then do so.

D. **Failure to Report**: A mandated reporter's failure to report child abuse to a child protective agency is a misdemeanor punishable by up to six months in jail and/or a fine of up to $1,000.00. Reporting the suspected abuse to school's Principal or President is not sufficient; mandated reporters must make a report directly to a child protective agency.

E. **Privacy**:

   1. The identity of all persons who report suspected child abuse under California Penal Code Section 11166 shall be confidential and disclosed only to agencies receiving or investigating mandated reports, to the district attorney in a criminal or other prosecution or the alleged offender, or to a licensing agency when abuse in out-of-home care is suspected, or when mandated reporters waive confidentiality, or by court order.

2. No agency or person listed in (C) (1) above shall disclose the identity of any person who reports suspected child abuse to that person's employer, except with the employee's consent or by court order.
3. Mandated reporters cannot be required to disclose their identity to Salesian College Preparatory.

F. **Penitential Communications Exception to Mandated Reports**: Under California Penal Code Section 11166 (C), knowledge or reasonable suspicion of child abuse acquired by a member of the clergy during a penitential communication is exempt from the mandatory reporting requirement.

G. **Salesian College Preparatory Reporting Requirements**: As stated above, any personnel who is a mandated reporter and who reasonably suspects or knows of an incident of child abuse must report the incident immediately to the local child protective agency. If any person suspects that other personnel has committed the act of child abuse, he or she must also contact the Principal or President. If the Principal is suspected of child abuse, then the President should be contacted, and vice-versa. Such contact can be made anonymously to avoid any waiver of confidentiality rights as set forth above.

VII. PROCEDURE AFTER REPORT OF ALLEDGED CHILD ABUSE

A. **Principal or President's Duties**:

1. To immediately notify the family of the alleged victim and offer spiritual care and support if school personnel is accused of child abuse. If the family of the victim of the alleged child abuse is accused of child abuse, then the local civil authorities shall handle the matter through their own procedures. The Principal or President should offer any spiritual guidance or support to the victim as he or she deems appropriate.
2. To assure the family of the alleged victim that our intent is to pursue the truth quickly and to take whatever is necessary for the protection and well-being of the child.
3. To see that the individual suspected of abuse is immediately notified of the nature of the allegation(s) and placed on administrative leave pending the outcome of the investigation by civil authorities.
4. To see that the individual suspected of abuse is directed to remain away from school, church or other location(s) which are subject matter of the complaint until a resolution of the complaint is concluded.
5. To see that the individual suspected of abuse is advised of his or her right to retain an attorney.

6. To see that notification is made to the pertinent insurance company.
7. The individual suspected of abuse may be referred to a facility for a psychological evaluation, especially in instances where a member of the clergy is suspected of child abuse.
8. If the individual suspected of abuse is arrested and charged, he or she shall remain on administrative leave until his or her guilt or innocence is established by law.
9. If the individual admits guilt, does not contest guilt, or there is a finding of guilt, he or she must be immediately terminated. The Principal or President shall make sure that the employee or volunteer's file be properly noted and adequate safeguards are taken to assure that the individual is not employed by the Salesian College Preparatory in any future capacity.
10. If the individual is found not guilty, the charges are dropped, or no charges are filed, the Principal and President should consult with each other to determine if the individual should be restored to his or her duties.

B. **Communications about Alleged Abuse**: All public communications and media inquiries regarding alleges abuse shall pass through the office of the attorney appointed to the case. In keeping with the above-stated policies, Salesian College Preparatory is committed to dealing with alleged incidents of child abuse in an open and responsible manner. At the same time, in light of the permanent harm that can result from such allegations, even if they ultimately prove to be unfounded, Salesian College Preparatory respects the strict confidentiality and privacy of all persons who are involved in such incidents. With that in mind, Salesian College Preparatory's primary concern is the welfare of the child and the truth of the allegations.

Child Abuse Policy Acknowledgement Form

I acknowledge that I have received a copy, have read and understand Salesian College Preparatory's Child Abuse Policy. I understand that reading, understanding and acknowledging receipt of this Child Abuse Policy is a condition of employment (including voluntary services) by Salesian College Preparatory, Richmond, California. I further understand that a violation of this Child Abuse Policy is grounds for termination of my employment/voluntary services.

Name (Please Print): _____

Signature: _____

Date: _____

This form is to be signed and placed in the volunteer or employee's personnel file.

Sexual Harassment Policy

Salesian College Preparatory
Richmond, California

Salesian College Preparatory will take all reasonable steps to prevent discrimination and harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, the School maintains a strict policy prohibiting sexual harassment. All such harassment is unlawful and will not be tolerated. Sexual harassment is against policy and Salesian work environment.

A. Sexual Harassment Defined

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct or sexual nature when (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonable interfering with an employee's work performance **or** creating an intimidating, hostile or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advance
- Visual conduct: leering, making sexual gestures, displaying sexual suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse or sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

B. Sexual Harassment Complaint Procedure

Salesian College Preparatory complaint procedures provides for a thorough and objective investigation or any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited sexual harassment, and appropriate remedies to any victim of harassment. An employee may have a

claim of harassment even if he or she has not lost a job or some economic benefit.

An employee(s), who believes they have been sexually harassed on the job, or who are aware of the harassment of others, should provide a written or verbal complaint to Human Resources as soon as possible. If the complaint isn't resolved to the employee's satisfaction, the employee should notify the Principal or the President of Salesian College Preparatory. An employee is not required to complain first to the Human Resources if Human Resources is the individual who is harassing the employee. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. All incidents of sexual harassment that are reported will be investigated in a timely manner.

If Human Resources, the Principal or President of Salesian College Preparatory determines that sexual harassment has occurred, remedial action will be taken commensurate with the circumstances (see Disciplinary Action below). Appropriate action will also be taken to deter any future harassment. If a complaint of sexual harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

C. Protection Against Retaliation

The Salesian College Preparatory's policy and California law prohibit retaliation against any employee by another employee or by their employer for using this complaint procedure or for filing, testifying, assisting or participating in any manner of any investigation, proceeding or hearing conducted by a federal or state enforcement agency. Additionally, Salesian College Preparatory will not knowingly permit any retaliation against any employee who complains of sexual harassment or who participates in an investigation. Salesian College Preparatory policy and California law prohibit retaliation against any employee who opposes sexual harassment.

Any report of retaliation by the one accused of harassment, or by co-workers, supervisors or managers, will also be immediately, effectively and thoroughly investigated in accordance with Salesian College Preparatory's investigation procedure outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

D. Liability of Sexual Harassment

Any employee of Salesian College Preparatory, whether co-worker, supervisor or manager, who is found to have engaged in unlawful sexual harassment is subject to disciplinary action up to and including discharge from employment. Any employee who engages in sexual harassment, including any manager or supervisor, who knew about the harassment and took no action to stop it, may be

held personally liable for monetary damages. Salesian College Preparatory will not pay damages assessed personally against an employee.

E. Disciplinary Action

The following disciplinary action will be taken for any sexual harassment complaint:

- for a not-assault offense complaint, an employee will receive non-disciplinary counseling pending investigation of the complaint
- if an isolated incident of sexual harassment or threat of sexual harassment is substantiated, the employee may be terminated
- if an egregious or violent incident of sexual harassment, or continuous or regular incidents of sexual harassment are substantiated the employee will be immediately terminated.

This policy will be reviewed each year during orientation week.

Sexual Harassment Policy Acknowledgement Form

I acknowledge that I have received a copy, and have read and understand Salesian College Preparatory's Sexual Harassment Policy. I understand that reading, understanding and acknowledging receipt of this Sexual Harassment Policy is a condition of employment (including voluntary services) by Salesian College Preparatory, Richmond, California. I further understand that a violation of this Sexual Harassment Policy is grounds for termination of my employment / voluntary services.

Name (Please Print): _____

Signature: _____

Date: _____

This form is to be signed and placed in the volunteer or employee's personnel file.

EMERGENCY FORM

Full Name _____ Date of Birth _____

Cell Phone #: _____ Email: _____

Emergency Contact Name: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____

1. Family Doctor: _____ Phone #: _____
2. Family Dentist: _____ Phone #: _____
3. Insurance Company: _____ Insurance Group #: _____

List any special conditions such as allergies, illnesses, medications or pertinent medical history. (optional)

_____

_____

_____

Please list the medications you are currently taking (optional)_____

_____

Statement of Medical Treatment

I, the undersigned, do herby authorize a representative of Salesian College Preparatory (in the event that my emergency contact cannot be reached) as agent for the undersigned to consent to any medical or surgical diagnosis or treatment and hospital care deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the California Medicine Practice Act on the medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of Salesian College Preparatory to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Signature: _____

Date: _____

California School Employee Tuberculosis (TB) Risk Assessment Questionnaire

(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.^
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- **Do not repeat testing** unless there are **new risk factors since the last negative test.**
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**
  For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing.
  A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.

Name of Person Assessed for TB Risk Factors: _____

Assessment Date: _____ **Date of Birth:** _____

History of Tuberculosis Disease or Infection (Check appropriate box below)
☐ **Yes** - If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.
☐ **No** (Assess for Risk Factors for Tuberculosis using box below)

TB testing is recommended if any of the 3 boxes below are checked
☐ **One or more sign(s) or symptom(s) of TB disease** - TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.
☐ **Birth, travel, or residence** in a country with an elevated TB rate for at least 1 month - Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries. - Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.
☐ **Close contact** to someone with infectious TB disease during lifetime
Treat for LTBI if TB test result is positive and active TB disease is ruled out

^The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

Certificate of Completion
Tuberculosis Risk Assessment and/or Examination

*To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.*

First and Last Name of the person assessed and/or examined:

_____

Date of assessment and/or examination: _____mo./_____day/_____yr.

Date of Birth: _____mo./_____day/_____yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X_____

Signature of Health Care Provider completing the risk assessment and/or examination

Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS Online™

Salesian College Preparatory Registration Instructions

Before completing awareness training online, all participants first register with **VIRTUS Online. Please** click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37973

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS® Online

Create a User ID and Password you can easily remember. **The password must be at least 8 characters**. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID.

Click **Continue** to proceed.

Please create a user id and password that you will use to access your account

1. Create a user ID - it must be 4 or more characters, and it is case sensitive.
2. Create a password - it must be 8 or more characters, and it is case sensitive.

Create a User ID:
Create a Password:
Continue

Provide **all** the information requested on the screen.
Several fields are required, including: First Name, Last Name, and Email Address.

(Note: Do not click the back button or your registration will be lost.)
Click **Continue** to proceed.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

ne as it appears on your driver's license, passport or other government-issued ID,

Salutation - Please select -
First Name: *
Full Middle Name:
Last Name: *
Nickname:
Suffix - Please select if applicable -
Email: * No email
Home Address: *
Home Address Cont'd:
City: *
State: – Select – *
ZIP/Postal Code: *
Daytime Phone: ** (555-555-5555)
Ext:
Evening Phone: ** (555-555-5555)
Cell Phone: ** (555-555-5555)
Continue

Locations are displayed on the screen from the dropdown.

Please select your location and then the primary role you perform at this location and enter a brief description of your title or position in the "Title or Position of Service" box.

Select **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location: Salesian College Preparatory

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

☐ **Employee**

☐ **Volunteer**

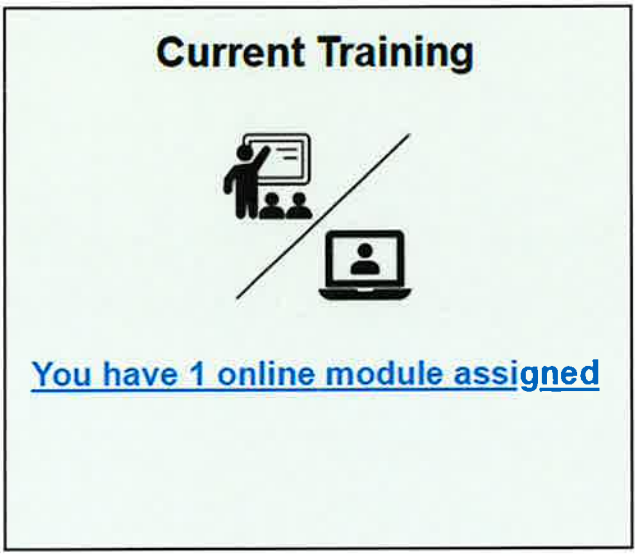
☐ **Educator**

If you have a title within this organization, please enter it below.
If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

Continue

To complete your online training, please click 'You have 1 online module assigned' within Current Training.



Then click on the **green circle** to begin the **Online Training.**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you for completing the registration process!

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS® Online