



The Roman Catholic Archdiocese of Washington

Employee Compliance Checklist

Please contact the local Child Protection Compliance Coordinator for assistance with the registration process.

Application

- Complete, sign, and submit the application to the local coordinator at the Parish or School.

Register for VIRTUS

- Visit virtusonline.org and click on "First Time Registrant."
- Select "Washington, DC (Archdiocese)" and create a username and password.
- Provide personal information and select your primary location and role/position.
- Answer the required questions, including those on contact with minors.
- Electronically sign and acknowledge that you have read and understand the Code of Conduct
- Select a Virtus session in English or Spanish that you wish to attend.
- Complete the online training: Navigate to "Current Training," click on the assigned module, and complete the Protecting God's Children Online Awareness Session 4.0.

Electronic Background Check

- Contact the designated Local Child Protection & Safe Environment Coordinator to obtain the necessary link for completing the electronic background check.

FBI Livescan Fingerprinting (All the above steps must be completed and reflected in VIRTUS before proceeding with Livescan fingerprinting)

- Fingerprinting locations throughout the Archdiocese of Washington can be found online by searching "Live Scan Fingerprinting Near Me"
- For Preschool and Before/After Care Programs Only then kindly request that the technician includes the authorization number specific to your county region:
 - Region 4 (Prince George's County) 1100000042
 - Region 5 (Montgomery County) 1100000053
 - Region 10 (Calvert, Charles, St. Mary's Counties) 1100000101
- Please call your selected location in advance to verify the availability of a fingerprint technician. Provide the ADW authorization number: 9000016616 (for both State and FBI). Please ensure you bring the Livescan pre-registration application and a valid form of identification to your fingerprinting appointment.

Archdiocese of Washington Safe Environment Policy

- Review the Safe Environment Policy (available online at adw.org/safeenvironment), sign the Acknowledgement Form, and return it to the local Child Protection Coordinator within 30 days of completing the training.
- To request a physical copy the Safe Environment Policy please contact the local coordinator.

Bulletins

- Read the monthly bulletins. (Update your work email address on VIRTUS)

All requirements must be completed within 30 days of employment. Employees could be ineligible to work or conduct ministry until all requirements are fulfilled. For your records and to confirm your compliance status, please contact the local coordinator in the parish/school.