

# PROTECTING GOD'S CHILDREN - REGISTRATION INFORMATION

## To register for a Protecting God's Children course for the first time....

- Log onto <https://www.virtusonline.org> and click the “First-Time Registrant” box on the left side.
- On the next page, click “Begin the Registration Process”. On the next page,
- Then select “Newark, NJ” as the Archdiocese/Organization.
- Create a username and password – don’t forget what you enter, you’ll need to log into the website both now and for re-certification in the future!
- The next page will ask for your name/address/email/etc.
- Select “St. Agnes (Clark)” as your primary location that you volunteer.
  - If you volunteer at any other parishes you can add them, or click “no” to continue.
- On the next page – select “volunteer” as your role, and type “parent volunteer” in the textbox at the bottom of the page. On the following screen, select “parent”, “Youth Group volunteer” and any other titles that may apply to you (CFF teacher, coach, etc.). Then click continue.
- The next two pages will ask additional questions which may or may not apply to you.
- The following step is to agree to the Archdiocesan “Policies on Professional and Ministerial Conduct”.
- You’ll be asked if you have previously attended a PGC course, so click “no” to continue, at which point you will select the training course that you want to register for and attend. Make sure that the course has the bolded title of “Protecting God’s Children”. Click Ok on the popup window to confirm your registration.
- The following page will redirect you to the Verified Volunteers website, which is the company that the Archdiocese uses for the background check portion of the program. Be sure to enter your information exactly as you entered it into the Virtus system.
  - You’ll be asked to setup a Verified Volunteers username and password.
  - Once logged in, click “Get Verified”.
  - Step 1 will ask for your full name, date of birth, SS number, gender and contact information.
    - Note: St. Agnes assumes the cost for the background check – there is no cost to you.
  - Step 2 will ask for your current address, as well as any past addresses.
  - Step 3 will ask you to consent to the background check. You can also check one of the boxes to receive a free copy of the background report.
  - Step 4 will ask you to confirm the information you’ve entered in the previous steps.
    - Again, St. Agnes will cover the cost of the background check, so you can scroll down past the blue box (unless you would like to help defray the cost).
    - Click “Submit Order” to complete the background check process. We strongly suggest printing the confirmation page, that way you’ll have the confirmation number in the event it’s needed in the future. It should also be available in your Verified Volunteers page.
- After you attend the PGC course, you should start receiving monthly emails that new content (an article) is available on the Virtus website. Be sure to visit the Virtus website and stay current with the articles (there is one question to answer after reading the article), as it is a key component for online re-certification.
  - If you do not receive the monthly emails but would like to, contact Larry Boland at [lawrence.boland@rcan.org](mailto:lawrence.boland@rcan.org) or 973-497-4012 for assistance.

### **To register on Virtus Online after attending an in-person PGC course...**

- Follow the steps on the previous page for new registrants, up until the question asking if you've taken a PGC course previously.
- Select "Yes" and you'll be presented with a list of all Virtus sessions that have been conducted in the Archdiocese of Newark.
- Choose the session you attended, and then click "Complete Registration".
- You should then be prompted to begin the Verified Volunteers Background Check. Refer back to the previous page for the steps to complete the background check application.
- The process will be complete when you click "Submit Order" on the final page.

### **To register for a Keeping the Promise Alive course to recertify....**

- Visit <https://www.virtusonline.org> and login with your username and password.
- Once logged in, click to the "training" tab under the VIRTUS logo. (That page may load by default.)
- On the left side, click the "Live Training" link.
- Click "Pre-register for an upcoming live training session in your area".
- Select the course you want to attend, and then click "ok" in the popup window to confirm your registration.

**Note: if you do not remember your Virtus login information,** contact Larry Boland at [lawrence.boland@rcan.org](mailto:lawrence.boland@rcan.org) or 973-497-4012 for help with your registration for the KPA course.

All KPA attendees must register in advance, as the Archdiocesan office will need to verify the prior PGC attendance.

After you attend the KPA course, you should start receiving monthly emails that new content (an article) is available on the Virtus website. Be sure to visit the Virtus website and stay current with the articles (there is one question to answer after reading the article), as it is a key component for online re-certification.

- If you do not receive the monthly emails but would like to, contact Larry Boland at [lawrence.boland@rcan.org](mailto:lawrence.boland@rcan.org) or 973-497-4012 for assistance.

### **To inquire about online recertification:**

- Please contact Larry Boland at [lawrence.boland@rcan.org](mailto:lawrence.boland@rcan.org) or 973-497-4012.