

BACKGROUND CHECK AND VIRTUS TRAINING INSTRUCTIONS

Thank you for reaching out regarding the screening and training. The Catholic Diocese of Arlington requires that all volunteers working with children or vulnerable adults complete and pass a background check, along with a VIRTUS seminar, prior to volunteering.

You may process the background check online

at https://secure4.arlingtondiocese.org/OPCYP_Application/Volunteer_Home.aspx

Please fill this out on a **computer**, not a phone. Please use the attached guidelines for more in depth information.

1. Click on the **BLUE** button "Create Your Account Today"
 2. Enter the information requested, make sure to use an email that you check frequently.
 3. Applicant Type is Volunteer. Position is Volunteer. Location is Saint Patrick School.
 4. Residence History requires 15 years, so make sure you find those addresses prior to sitting down at your computer.
 5. When you get to employment history, you will need at least 10 years of "employment history": at least 2 employers. Any gaps longer than 6 months need to be explained under the following titles: "student," "homemaker," or "unemployed."
 6. Make sure that all the headings are **GREEN** then click the "**finish**" and "**submit**" buttons. **DO NOT NAVIGATE AWAY FROM THIS PAGE.**
 7. It will then either prompt you to go to Docusign right then, or it will send you an email reminding you to do so. You will need to digitally sign these documents.
 8. I will then review them and let you know of any changes you will need to make.
 9. The diocese will send you an email to ask you to sign up for a VIRTUS session within a 45-day period. (We have one here on September 13 at 10 am that I encourage you to sign up for. Otherwise, you will be driving around NOVA for a session)
 10. I will send home a hard copy of the background check to be signed via your child in the school. Please sign and return ASAP.
- Once the background check is done and approved by the diocese, then in about 7-10 business days you should be able to volunteer in the school.

Thanks for volunteering,

Saint Patrick Child Protection Liaison

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Office Hours: Monday-Friday 8 am to 4 pm