

Safe Environment Program Compliance

If you are an **adult volunteer**, a member of the **clergy**, a **catechist**, a **seminarian**, or an **employee** of the **Eparchy of Phoenix** or *any* of its **parishes**, you are required by the Eparchy of Phoenix to be in compliance with its Safe Environment Program.

Compliance with our Safe Environment Program is a two-step process which includes your online authorization of a background screening for yourself, and registration/Safe Environment training with VIRTUS online. Easy instructions for each of these requirements will be found within this flyer.

Background Screenings, once completed, remain current for five years before renewal is again necessary. Individuals training for the first time must authorize an initial background screening for themselves, but if you have authorized a screening for yourself in previous years, do not do so again unless it is specifically requested of you. The Safe Environment Office monitors expiration dates for completed screening and will notify you when it is time to renew.

Online VIRTUS training must take place once annually during each catechetical year (catechetical years run from July 1st to June 30th). Please continue reading for online VIRTUS training instructions for new or existing registrants.

How to Submit an Online Authorization for a Background Screening, Step by Step:

PLEASE NOTE: The results from a completed Background Screening remain good for five years before renewal again is necessary. If you have obtained a Background Screening with us in the past, do not re-authorize one for yourself again unless specifically requested to do so.

To Submit an Online Authorization for a Background Screening:

- Go to **ephx.org**
- On the home page, select **Office of Safe Environment** from the menu in the header.
- Under the section labeled **BACKGROUND CHECK**, fill in the requested information and click **Continue**.
- On the next page, click **I Agree** to accept Terms & Conditions.
- On the next page, fill in all required information. *PLEASE NOTE: Your Social Security Number must be provided in order for NCSI, the provider of our Background Screening, to do a complete check of your background regarding any criminal history.*
- At the conclusion of the data entry pages there will then be several disclaimer pages for you to review and acknowledge.
- At the conclusion of the disclaimer pages, **SUBMIT** your data entries and your authorization for a Background Screening is completed – there is no further action you need to take.

Background Screenings, at this present time, take approximately two weeks to process. Your results will appear on the Administrator page of the NCSI website which the Eparchy's Safe Environment Office monitors for compliance data.

How to Train with VIRTUS Online, Step by Step:

PLEASE NOTE: If you have registered previously with VIRTUS and already have an existing User Account, simply log in to your account with your Username and Password and begin re-taking the training module “Protecting God’s Children for Adults 3.0”. If you have forgotten and need to recover your previous login information in order to access your User Account, simply email VIRTUS at helpdesk@virtus.org or call (888) 847-8870 to request this information be sent to you.

For First-time online VIRTUS trainees:

- Go to virtusonline.org.
- On the opening page, click “**FIRST-TIME REGISTRANT**”.
- Click “**Begin the Registration Process**”.
- From the drop-down menu, select “**Holy Protection of Mary Byzantine Catholic Eparchy of Phoenix**”.
- Create a **User ID** and **Password** for yourself – something that will be easy for you to remember for future User Account access.
- Enter the required personal information.
- From the drop-down menu, select your parish or organization.
- Select your **Primary Role** from the list provided.
- Answer **Yes** or **No** to the next four questions as they pertain to you.
- Answer **Yes** or **No** as to whether or not you have previously trained with VIRTUS online.
- Select the training module entitled “**Protecting God’s Children for Adults 3.0**”, available in English and Spanish.
- The whole session takes about forty-five minutes to complete, and documentation of your completed session will be made available to the Safe Environment Office for its records. There is no need for you to print and turn in your training certificate.

Safe Environment Contact Information

Safe Environment Coordinator:

Subdeacon Paul F. Kilroy

sbdcnkilroy@ephx.org Office: (602) 861-9778, ext. 204 | Cell: (480) 745-0316

Victims’ Assistance Coordinator:

Rev. Dcn. Michael Hanafin

vac@ephx.org

To Report an Allegation of Sexual Misconduct with a Minor

Your first action should be to report your observations to the Civil Authorities.

National Child Abuse Hotline: 1 (800) 422-4453

- or -

Your State's Child Abuse Hotline.

Your second action should be to report the issue to the Safe Environment Coordinator or your Parish's Safe Environment Contact Person.

To review the Eparchy's Safe Environment Policy and Procedures Governing Sexual Misconduct manual – our current policy relating to Safe Environment issues – go to the Eparchial website: ephx.org. The link for this manual may be found on the page entitled "Office of Safe Environment".