

NEW AND RECERTIFIED TRAINING FOR ADULTS

New Employees and Recurrent Adult Volunteers

All new paid employees, stipend individuals, coaches, catechists, shared-time teachers, VBS staff, lunchroom/playground volunteers, and tutors must complete:

- A live *Protecting God's Children* training, available either in-person or via Zoom
- The online *Vulnerable Adults 2.0 Module*

The live in-person and Zoom sessions are two-and-a-half to three hours in length and include the *Protecting God's Children 4.0 module*. Sessions are available in English and Spanish.

Registrants to the live sessions are automatically assigned access to the 40-minute online *Vulnerable Adults 2.0* module, which they complete on their own time. The registrant can pause, save, and resume their position in the training if they cannot complete it in one sitting. Individuals in this category will receive certificates showing completion of the live module and the online *Vulnerable Adults* module.

New Intermittent/Occasional Volunteers

Occasional new adult volunteers who do not serve in a recurring role with youth (as listed above) may complete *Protecting God's Children* certification either through a live session (in person or via Zoom) or by completing the *Protecting God's Children Online Awareness Session 4.0* and *Vulnerable Adults 2.0* combined self-paced training module.

The online modules take approximately two hours to complete. The online modules are available in English and Spanish, with closed captioning, and Polish or Vietnamese subtitles. The registrant can pause, save, and resume their position in the training if they cannot complete it in one sitting. Individuals in this category will receive a certificate showing completion of the combined module.

Determining which training is required

During the registration process on Virtus, each new registrant responds to a series of questions regarding their role or ministry. The Virtus system will automatically determine the required training options available to them. If the online training module is an option for that registrant, that training module is immediately assigned and can be completed at their convenience. If a live session is required, the system will point the registrant in that direction.

Recertification for all current Adult Employees and Volunteers

All priests, deacons, employees, and volunteers who completed a *Protecting God's Children* workshop prior to January 1, 2020, are required to update their certification by completing the *Protecting God's Children Online Awareness Session 4.0 with Vulnerable Adults Training 2.0* combined module. The module is self-paced and takes approximately two hours to complete. Individuals may pause, save, and resume their position in the training if they cannot complete it in one sitting.

Ongoing Triennial Recertification

All individuals will be required to complete the *Protecting God's Children* online recertification module within three months of the third anniversary of their previous *Protecting God's Children* certification. The Virtus system will automatically send to a participant's email on file a notification to prompt them to complete recertification.

Annual Mandated Reporter Training

All priests, deacons, school administrators, teachers, catechists, and coaches are required to annually complete mandated reporter training. The module will review the current Michigan Child Protection Law, which due to central registry reform effective November 1, 2022, has seen extensive statutory changes necessitating comprehensive review. The module will also teach all mandated reporters the various methods available to report suspected abuse or neglect in Michigan.

Training for Local Administrators:

At least one person per site must be identified as a local Virtus administrator. Live and recorded training is available. (See attachment for local Virtus administrator training.)

Please note that there is no longer a grace period for new employees or volunteers to complete a Protecting God's Children session and background check.

Individuals cannot be employed or serve in any volunteer capacity in the AOD until they have digitally signed the revised Code of Conduct, supplied background check information, and have completed the appropriate Protecting God's Children session.

FREQUENTLY ASKED QUESTIONS

Q. How do I know which module to take?

During the registration process on Virtus (virtus.org), each new registrant responds to a series of questions regarding their role or ministry. The Virtus system will automatically determine the required training options available to them. If the online training module is an option for that registrant, that training module is immediately assigned and can be completed at their convenience. If a live session is required, the system will point the registrant in that direction.

Q. Who is my local Virtus administrator?

A. Your local administrator is the person at your parish/site that is responsible for accessing and tracking activity on Virtus relating to your youth, staff, and volunteers' Safe Environment activities and compliance (background checks, program certification audits, etc.)

Q. Is there any cost?

A. No. There is no fee for individuals to participate and be certified in the Safe Environment training.

Q. How often are background checks required?

A. Intermittent and occasional volunteers and independent contractors should be done at least biennially and other individuals must be done annually.

Q. I want to chaperone a field trip with my child's class, may I volunteer without taking or being recertified in Protecting God's Children?

A. No. All volunteers regardless of frequency must have up-to-date background checks and certification of completion and/or recertification of the appropriate *Protecting God's Children* modules for their position, service, or ministry.

Q. What if I can't complete my online module all at once?

A. You may stop at any time and go back to where you left off. The online modules are self-paced, allowing you to complete them in a time/manner that fits your schedule.

Q. Why do I have to complete a vulnerable adult module if I do not work with vulnerable adults?

A. Vulnerable adults face a serious risk of abuse, including sexual abuse. Applying the basic principles of the *Protecting God's Children* program to situations involving vulnerable adults can have a dramatic impact on this problem and protect yet another segment of the population who cannot protect themselves.

MORE FREQUENTLY ASKED QUESTIONS

Q. How do I know if I need to take the live or online Protecting God's Children?

A. First time registrants will be asked a series of questions that allows the system to determine the appropriate delivery of the training required of you.

Q. How do these changes affect the Families of Parishes structure?

A. Given that the *Protecting God's Children* reporting and USCCB audit requirements are based on parishes, each parish remains responsible for maintaining its own records and data within the Virtus platform. While one individual can serve as the local administrator for several parishes in a Family of Parishes, record-keeping will be based on the parish model.

Q. My contact information has changed, how can I update my Virtus account?

A. As we will rely on the Virtus platform for our communication needs, all users should ensure their account information in the Virtus platform is accurate. Individuals can update their information by logging into their accounts at [virtus.org](https://www.virtusonline.org/virtus/forgot_password.cfm). If you do not remember your password, click the "Need login information?" link at [virtus.org](https://www.virtusonline.org/virtus/forgot_password.cfm). Further help to recover usernames or passwords can be found at https://www.virtusonline.org/virtus/forgot_password.cfm.

Q. My teen needs to take Safe Environment training to volunteer, where can she access it?

A. Volunteering youth may log on as a new user on Virtus. They will be prompted with a series of questions. Based on their answers, they will be directed to the *Healthy Relationships for Teens 2.0 Module Expansion with Safe Environment Components* online module expansion and Safe Environment component. Teens who established Virtus accounts before May 30, 2023, will need to email protectchildren@aod.org to be assigned this module manually.

Individuals with knowledge of sexual abuse by clergy or other Church representatives are urged to contact local law enforcement and/or the Michigan Attorney General's Office at 844-324-3374 or aginvestigations@michigan.gov. Individuals also may contact the Archdiocese of Detroit by visiting protect.aod.org, calling the toll-free 24/7 victim assistance line at 866-343-8055, or by emailing vac@aod.org. There are no time limits or restrictions on individuals wishing to report abuse.

Every complaint shared with the Archdiocese of Detroit, regardless of its source or the date of the alleged activity, is reported to civil authorities. No complaints are held back, pre-screened or disregarded.