

Saint Catherine of Alexandria School
Archdiocese Compliance for All School Volunteers

Do you plan to volunteer and/or coach at St. Catherine’s this year?

If so, you will need to complete the requirements listed below.

All parents volunteering in any capacity (i.e. lunch parent, coach, field trip chaperone, room parent) at St. Catherine School are required to be fully compliant with the Protection of Youth and Children requirements. All Archdiocesan compliance information can be found at <https://protect.archchicago.org/compliance-resources>.

To access this chart so you can click on the links directly go to www.scaoaklawn.org under “School News-->Protecting Children”.

Compliance Requirement	Links	Additional Information	Required for
2 CANTS forms: Child Abuse Background Check AND DCFS Mandated Reporter Form	CANTS 689 form CANTS 22 form	Must be completed every school year by submitting the completed form to school. Cannot be mailed directly.	ALL school volunteers
Mandated Reporter Training	https://www.dcfstraining.org/manrep/index.jsp Certificate can be emailed to Mrs. Kehoe or Ms. Soch directly from the site.	Must be completed every 3 years	ALL school volunteers every 3 years
<p>The following five items will all be found in your Virtus account (https://www.virtusonline.org/virtus/) If you do not already have an account you will need to create one.</p> <ul style="list-style-type: none"> • If you previously completed your Virtus Training, PLEASE login to your account and check for any outstanding forms or training that need to be completed. • If you haven’t completed Virtus Training that is where you need to start. Create an account and sign up for a training session. 			
Virtus Training	Register for an Online Training Session Register under: St.Catherine--Alexandria School (Oak Lawn) Roles: Volunteer	Currently offered online rather than in person. Only needs to be done once.	ALL school volunteers
Keeping the Promise Alive	http://virtusonline.org/virtus/	This is a three year recertification. Login to your Virtus account and look under “Current Trainings”.	ALL school volunteers

Archdiocesan Standards of Behavior	http://virtusonline.org/virtus/ Login to Virtus and look under Required Documents	Complete electronically in Virtus.	ALL school volunteers
Criminal Background Check	http://virtusonline.org/virtus/ Background check completed through the Virtus site and is a 2 step process: 1. When you receive an email that a background check has been prompted, you MUST log in to your Virtus account. 2. You will then receive an email from S2 Verify. You must complete the process through S2 Verify for the background check to update.	The background check will only remain current if log into your Virtus account upon receiving the email.	ALL school volunteers initially and then every 3 years
Virtus Bulletins	http://virtusonline.org/virtus/ Please make sure St. Catherine--Alexandria School (Oak Lawn) is listed as a site for you.	You must stay current with monthly bulletins that are emailed to you or they will suspend your account.	ALL school volunteers
The following requirement is for Coaches only:			
Concussion Training	https://www.iesa.org/login/ Login information: School: Oak Lawn St. Catherine Password: r8er4s	Be sure to complete both the training (Part A) and the test (Part B). Must be completed every two years.	COACHES ONLY

For the safety of our children, all above requirements must be completed prior to volunteering. We realize the additional investment of time involved in meeting these requirements and greatly appreciate all you do for the children of Saint Catherine. Please contact Sue Kehoe or skehoe@scaoaklawn.org or Megan Soch msoch@scaoaklawn.org if you have any questions. Thank you.