

Adults who are age 18 and older				
Serves or works with minors			DOES NOT serve or work with minors	
	Paid employee	Unpaid volunteer	Paid employee	Unpaid volunteer
<b>Safe Environment Training</b>	YES (Annually)	YES (Annually)	<b>NO</b> (Optional)	<b>NO</b> (Optional)
<b>Background check</b>	YES (Every five years)	YES (Every five years)	YES (Once at onset of services)	<b>NO</b> (Optional)
<b>Code of Conduct</b>	YES (Annually. The form is linked to the Youth Protection Training)	YES (Annually. The form is linked to the Youth Protection Training)	YES (Once at onset of services, and renewed each time an updated version is released)	YES (Once at onset of services, and renewed each time an updated version is released)
<b>Policies on Ethics and Integrity in Ministry (Annual)</b>	YES (Annually. The form is linked to the Youth Protection Training)	YES (Annually. The form is linked to the Youth Protection Training)	<b>NO</b> (Recommended at onset of services, and each time an updated version is released)	<b>NO</b> (Recommended at onset of services, and each time an updated version is released)

**Please note the following:**

- If someone has several roles (ones where they serve or work with minors, and others where they do not), the requirements for serving minors take precedence.
- Priests, deacons, and seminarians are to be categorized as ADULTS WHO SERVE OR WORK WITH MINORS, and therefore need to complete all related Safe Environment Program requirements.
- Adult employees and volunteers who serve VULNERABLE ADULTS (such as those unable to take care of or protect themselves against harm or exploitation) need to complete the same Safe Environment Program requirements as those who serve minors.
- The Office of Safe Environment Programs does not require copies of individual signed Codes of Conduct. Codes of Conduct for most volunteers are maintained by Virtus, our youth protection training provider. Hard copies of Codes of Conduct for those who don't work with minors should be maintained at the employee's/volunteer's parish.

**Special Considerations for Catholic schools:**

- Background checks for school employees will be conducted by the Office of Catholic Schools.
- Contractors that serve with or work in close proximity to minors will be subject to the same standards as employees or volunteers that work with minors.
- Employees who have unsupervised contact with minors are required to have a Title 16 Background Check. Volunteers who have unsupervised contact with minors are required to have a National Child Protection Act (NCPA) Background Check.
- Title 16 & NCPA Background Checks require applicants to submit fingerprints.