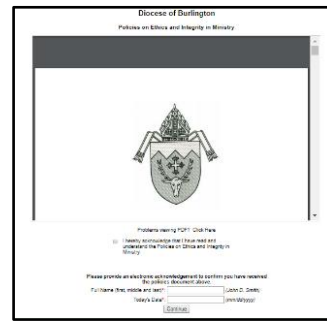




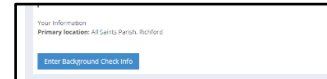
- **Read the Policies on Ethics and Integrity in Ministry.**
- **Click the box by, “I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry.”**
- **Enter your full name and today’s date.**
- Click **Continue** to proceed.



- **Click on Begin Background Check.** You will be redirected to a secure web site called **Fastrax.**

**Begin Background Check**

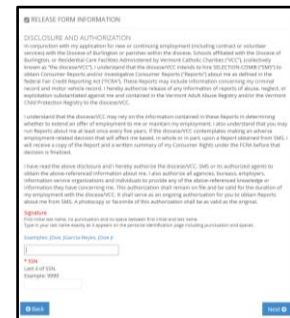
- Click **Enter Background Check Info** to proceed.



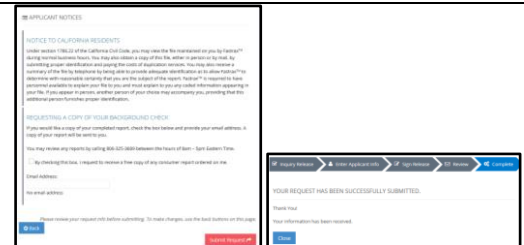
- **Enter all personal information requested on the form.** If you do not have an email address, click the box next to “No Email available.”
- Click **Next** to proceed.



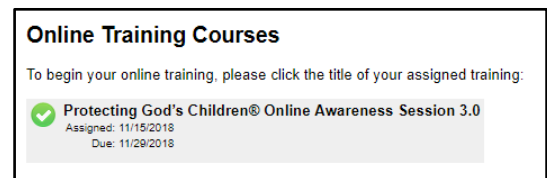
- **Read the Disclosure and Authorization.**
- **Enter your First Initial and Last Name** without spaces (example: “Jsmith”) in the “*Signature*” field to electronically sign the release form.
- **Enter the last four digits of your social security number** in the “SSN” field to verify.
- Click **Next** to proceed.



- Click **Submit Request** to proceed.
- You should see a message saying, “*Your request has been successfully submitted.*”
- **Wait** a moment and you will be automatically redirected back to the **Virtus** web site.



- Click on the **Green Circle** or title of the training course to begin the online training.
- **The training** is a series of **questions** and **videos**. Please answer the questions and let the videos play through completely without skipping.
- The training is complete when you are given an option to see your **certificate** of completion.
- **Thank you** for completing the registration, background check, and training!



If you have any questions or concerns, please call the **Office of Safe Environment Programs** at:

**(802) 658-6110**  
**Extension 1218 or 1219**