

Registration Instructions for Diocese of Burlington

All participants **must** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

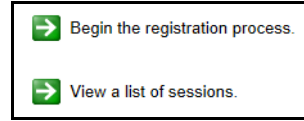
[VIRTUS Registration](#)

Or, click on:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37569

Or, Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.



Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization -----> [Select]

Create a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

Please note:

- You must provide a valid, unique email address (no shared email addresses).
- You must be able to receive a confirmation email at the address you provide.
- If you do not provide an email address, you must contact the diocese to complete your background check.

Click **Continue** to proceed.

Select your Primary Location from the dropdown.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Your selected location(s) are displayed on the screen.

Select the role that you serve, and a title or description.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

- Educator at a diocesan affiliated school
includes teachers, principals, administrators, teachers aids
- Non-educator employee at a diocesan affiliated school
- Employee at a parish or church
- Employee at a residential care facility administered by Vermont Catholic Charities
- Employee of the diocese
- Volunteer at a diocesan affiliated school
- Volunteer at a parish or church
- Priest
- Deacon
- Candidate for ordination

If you have a title please enter it below:
 If you do not have a title, please briefly describe what you do.

Title or Position of Service:

If you are associated with another location(s), you should click yes. Or, choose no to continue.

You have chosen following locations and roles:

Catholic Center at UVM (Burlington)

- Volunteer at a parish or church ✓

Are you associated with any other locations?

Please review the following and respond:

➤ **Code of Conduct**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Code of Conduct." and enter your full name and today's date.

Click on **Continue**.

Diocese of Burlington
Code of Conduct

ROMAN CATHOLIC DIOCESE OF BURLINGTON
Office of Safe Environment Programs

CODE OF CONDUCT FOR CHURCH PERSONNEL WHO WORK WITH MINORS

Church personnel who work with minors (anyone under the age of 18) through the Diocese of Burlington or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists - and does not harm - the minors with whom they work. In keeping with that obligation, the Diocese of Burlington establishes the following *Code of Conduct* for all who minister to minors in the parishes of the Diocese, teach minors in the schools of the Diocese, coach minors on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with minors throughout the Diocese of Burlington.

As one of the teachers, coaches, ministers, employees and/or volunteers who work with minors in or through the Diocese of Burlington, I solemnly pledge that:

- I will, to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Burlington and the laws of the state of Vermont.
- I will always remember that I am not a peer of the minors with whom I work, and I will perform my duties accordingly.
- I will partake in the required *Safe and Sacred* training as outlined in Section VI(E)(2) of the *Policies on Ethics and Integrity in Ministry*.
- I will maintain appropriate physical and emotional boundaries with the minors with whom I work.

Problems viewing PDF? [Click Here](#)

I hereby acknowledge that I have read and understand the Code of Conduct.

Please provide an electronic acknowledgement to confirm you have received the code of conduct document above.

Full Name (first, middle and last):

Today's Date*:


Please review the following and respond:

➤ **Policies on Ethics and Integrity in Ministry**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry." and enter your full name and today's date.

Click on **Continue**.

Diocese of Burlington
Policies on Ethics and Integrity in Ministry



Problems viewing PDF? [Click Here](#)

I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry.

Please provide an electronic acknowledgement to confirm you have received the policies document above.

Full Name (first, middle and last)*:

Today's Date*:

[Continue](#)

Please review the next steps for screening and then click on 'Begin your Sterling Background Check'.

Please note: Educators and Non-Educators at the Catholic Schools will not be prompted for the Background Check.

Please complete the needed steps with Sterling.

You have successfully registered for a Protecting God's Children Session!

PLEASE PROCEED TO THE NEXT STEP: REGISTERING FOR A BACKGROUND SCREENING.

A word about Background Screening:

The Charter for the Protection of Children and Young People was adopted by the Bishops of the United States in 2002. The Charter requires each Diocese, to have in place specific preventative measures to protect vulnerable populations. Among these directives are safe environment education (The Virtus class you registered to attend); Codes of Conduct (you signed during the Virtus registration process) and background screening. For more information, The Charter is available in full on the United States Conference of Catholic Bishops website: www.USCCB.org

What you should know about background screening:

The Fair Credit Reporting Act (FCRA) was enacted in 1971 and protects consumer rights by establishing standards and regulations for consumer reporting agencies. Although the title of the 1971 Act refers to credit reporting, the FCRA applies to much more than credit reporting and includes background checks related to character and reputation. The Diocese does not, in the normal course of screening individuals, require credit reports.

[Begin your Sterling Volunteers Background Check](#)

Sterling

Email Address

Password

Must be 8 characters in length with 1 uppercase and lowercase letter, 1 number and 1 special character

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

Thank you for completing the registration process!

Online Training Courses

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 4.0
Assigned: 02/28/2022
Due: 03/14/2022

Other Languages Available (You may change versions)

Change to: [Protecting God's Children® Online Awareness Session 4.0 \(Español\)](#)