

Virtus and Criminal Background Check Information Grid

Position	Virtus Training	Background Check
Clergy/Seminarians/Deacon Applicants	Onsite Training	DOL will complete Background Check information.
Parish/Diocese Central Services/Agency Employees (Including Religious)	Onsite Training	Parish Employees will complete Background Check information when they register for Virtus .
K – 12 School Employees (Including contractors and substitute teachers)	Onsite Training	Background check run by school using MSP form RI-030 Fingerprint code: SE – School Employment
K – 12 School Principals	Onsite Training	Diocese will have proper forms completed and process background check and fingerprints.
Director and Employees of Daycare/Preschool	Onsite Training	Background check run by LARA https://miltcpartnership.org/longtermcareportal?r=1 http://michigan.gov/ccbc - see Forms & Resources
Preschool/Daycare Volunteers	Onsite Training	Background check run by school using ICHAT PSOR Clearance https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests
Student Teachers	Onsite Training or Online Training	Background check run by school using MSP form RI-030 Fingerprint code: SE – School Employment
Lay Ecclesial Ministers (Volunteers)	Onsite Training	Parishes will have the volunteer complete the Diocese of Lansing Employee and Volunteer Criminal Background Check Disclosure and Authorization Form. Parish will keep the original release form on file and the parish will conduct the ICHAT.
Adult catechists, catechist aides, and other parish volunteers working with the faith formation of children	Onsite Training or Online Training	Parishes will have the volunteer complete the Diocese of Lansing Employee and Volunteer Criminal Background Check Disclosure and Authorization Form. Parish will keep the original release form on file and the parish will conduct the ICHAT.
The following School Volunteer Positions: coaches, lunchroom helpers, teacher aides, and overnight chaperones	Onsite Training or Online Training	School will have volunteer complete the Diocese of Lansing Employee and Volunteer Criminal Background Check Disclosure and Authorization form. School will keep original release form on file and will conduct the ICHAT.

To learn more about Protecting God’s Children Safe Environment Training through Virtus: <http://www.virtus.org/virtus/>

***If new employee has existing VIRUTS Account send Criminal Background Consent form to Diocese of Lansing Child and Office of Youth Protection Office.**

**** If volunteer has not resided in Michigan for 10 consecutive years, send Criminal Background Consent Form to Diocese of Lansing Child and Youth Protection Office.**