

PROCESS TO COMPLY WITH CHILD PROTECTION POLICY FOR DIOCESE OF YOUNGSTOWN

<https://doy.org/safe-environment/>

1. Read the Child Protection Policy: <https://doy.org/wp-content/uploads/2018/07/diocesefyoungstownchildprotectionpolicy.pdf>

Read the Reporting Requirements and Procedures Regarding Child Abuse: <https://doy.org/wp-content/uploads/2018/07/reporting-requirements-and-procedures-regarding-child-abuse-2011.pdf>

Print if necessary, read, and sign the Authorization and Verification (pg 35) and Acknowledgment (pg 36) forms and return to Julie Sutton at parish office or via email: julie@stmichaelcanton.org.

2. Be fingerprinted electronically via Webcheck. See separate document or go to: <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> for more information and locations. Have results sent to *St. Michael Parish, 3430 St. Michael Dr. NW, Canton, OH 44718* **The Code for working with children is 2151 33.**

If you have been fingerprinted in the last 12 months for working with children you can request a copy to be sent to the parish address above. Access the form here:

<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Background-Check-Forms/Request-for-Copy-of-Ohio-BCI-Check>

3. Attend a VIRTUS training session. Follow these steps to register:
 - Go to <https://doy.org/safe-environment/>
 - Under VIRTUS links click on Course Schedule
 - Select Youngstown Diocese from the drop down menu and see the schedule of upcoming dates/locations.
 - Complete the registration process (See attached PDF if needed)
 - You will receive an email when your certificate is available. Please print it and give it to Julie Sutton in the office or via email.