

CORI FORM AND VIRTUS
ONLINE TRAINING-‘PROTECTING ALL
GOD’S CHILDREN’

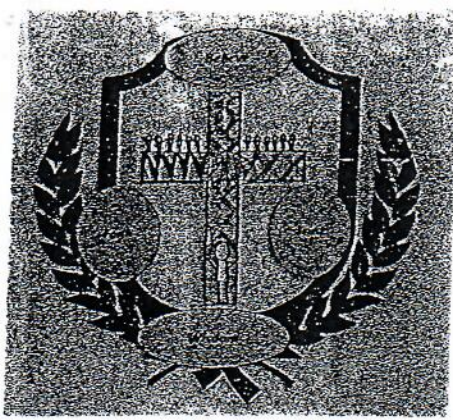
For the safety of our children it is now a policy of the Diocese of Springfield and St. Thomas the Apostle Parish/School that all parents who wish to volunteer in any capacity, MUST complete the following requirements listed below before you can volunteer in the school.

This policy is also for people other than parents, who will be volunteering or working in the school at any time, including all faculty and staff.

- 1. Virtus Online Training –“Protecting All God’s Children for Adults”**. You are only required to do this once, it is good for as long as you volunteer at St. Thomas School/Parish.

- 2. CORI check as provided by the Criminal History Systems Board – send to school office**. Keep in mind it can take up to 10 business days to process a CORI form. Once you are approved, a CORI is good for three years.

The above information is attached to this cover sheet. If you need additional copies of the CORI form, please call the school office or you can find forms on our school website at –www.stthomasapostleschool.org



St. Thomas the Apostle Church
OFFICE OF RELIGIOUS EDUCATION
89 Pine Street, West Springfield, MA 01089 (413) 737-8267
Email: stthomasccd@comcast.net
Web Site: www.stthomaswestspringfield.org

Instructions for Virtus Online Training

Go to the www.virtusonline.org

1. Select first time registrant
2. Select organization - drop list – select **“Springfield, Ma” (diocese)**
3. Create a user id and password
4. Register your personal information
5. Select primary work or volunteer location – drop list and select:
 CCD/CYO & Social Committee select **“St. Thomas the Apostle Parish” (West Springfield)**
 School Staff/school volunteers select - **St. Thomas the Apostle School (Pre K – 8) West Springfield)**
6. Other locations (drop the list and if you previously chose **parish** then you must now select **school** and vice versa if you intend to volunteer with the school and parish)
7. Select your role. Examples of the function you insert should be Parish Staff/CCD teacher/CYO coach/ Social committee/ parent volunteer.
8. Answer the next three questions
9. Down load and read the Code of Conduct by selecting PDF then check the box next to the statement and electronically sign.
10. Select the training session you want to complete by checking the box next to the training description. **To complete this training online scroll to the end of the list. Select “Protecting God’s Children for Adults” online training** (choices English or Spanish)
11. Complete the registration and when you have completed the training it will be stored in the data for St. Thomas Parish.

If you have any questions or need help of any kind feel free to contact me at stthomasccd@comcast.net or call 737-8267.

Thank you for your cooperation with this training.

Lisa LaBrecque
Parish Child Advocate/Coordinator of Religious Education

Diocese of Springfield

Office of Safe Environment and Victim Assistance (OSEVA)

65 Elliot Street, PO Box 1730, Springfield, MA 01102-1730

Telephone: 413-452-0662 Fax: 413-452-0678

E-Mail: p.denno@diospringfield.org

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGMENT FORM

The Diocese of Springfield is registered under the provisions of MGL.c 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective, employees, subcontractors, or volunteers.

As a prospective or current employee, subcontract, or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide to the Diocese of Springfield, Office of Safe Environment to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Diocese of Springfield, Office of Safe Environment with written notice of my intent to withdraw consent to a CORI check.

I understand, that The Diocese of Springfield, Office of Safe Environment may conduct subsequent CORI checks within one year from the date this form was signed by me. By signing below, I provide my consent to a CORI check and affirm that the information provided on this Acknowledgment Form is true and accurate.

SIGNATURE _____ DATE _____

Minor -Legal Guardians Signature _____ DATE _____

PLEASE CHECK ONE:

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Parish Volunteer – Direct or unmonitored contact with children | <input type="checkbox"/> All other Parish Volunteer (not with children or vulnerable) | | | |
| <input type="checkbox"/> Parish Volunteer – Ministering to persons over the age of 60, persons with disabilities, and other vulnerable population | | | | |
| <input type="checkbox"/> Priest | <input type="checkbox"/> Deacon | <input type="checkbox"/> Seminarian | <input type="checkbox"/> Paid Parish Staff | <input type="checkbox"/> Early Education |
| <input type="checkbox"/> Educator/School | <input type="checkbox"/> School Staff | <input type="checkbox"/> School Volunteer | <input type="checkbox"/> Contractor | <input type="checkbox"/> Camp |

PLEASE CHECK ONE:

Employee –Location/Position/Title: _____

Volunteer – Location/Position/Title: _____

Employed Additional Locations: _____

Volunteer Additional Locations: _____

NAME OF PARISH/SCHOOL/AGENCY SUBMITTING CORI

CITY/TOWN

The fields marked with an asterisk (*) are required by the Massachusetts department of Criminal Justice Information Services (DCJIS) for CORI processing.

Please attach a copy of your U.S. Government Issued ID: Driver's License or Passport

*Last Name (print): _____ Middle Initial: _____

*First Name (print): _____ Suffix (Jr., Sr., etc.): _____ Female Male

*Maiden Name or Former Last Names: _____

*Date of Birth (MM/DD/YYYY): _____ *Last SIX digits Social Security Number: _____ - _____

*Driver's License or ID Number: _____ *State Issue: _____ copy of ID required with form

*Street Address: _____ *City: _____ *State: _____ * Zip: _____

Email: _____ Phone: _____

Parish or School VERIFICATION The above information was verified by reviewing the following form(s) of government-issued identification:

Verified By: _____

Printed Name of Verifying Parish/School Employee/Volunteer

Signature of Verifying Employee/Volunteer

Date