

Protocol for volunteers in the Archdiocese of Miami

1. Digital Fingerprints - Completed every five years

- Each volunteer applicant must have their fingerprints taken digitally
- The Archdiocese of Miami will conduct a State & National Background Check (level 2) through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- The results of the background check will be sent to the pastor (Monsignor O'Doherty).
- If an applicant receives a screening clearance they may work as a volunteer at Epiphany if all criteria are met. If there is an issue with the background screening the volunteer applicant will be asked to meet with Monsignor. A decision will be made based upon the nature and disposition of the charge.

2. Virtus Workshop

- Each volunteer applicant **MUST** attend a three hour Virtus Training. This training is an essential part of Protecting God's Children. Thereafter, the volunteer applicant must read and answer monthly Virtus bulletins online at www.virtusonline.org . This usually takes five-ten minutes.
- To **register** for a Virtus "Protecting God's Children for Adults" session, log in to www.virtusonline.org and click on "first time registrant" located on the left hand side of the page. Next choose Archdiocese of Miami as the "organization" and then view a list of sessions available or start the registration process. Follow the prompts.
- **NOTE: Epiphany will host a Virtus Workshop on Saturday, September 9, 2017 from 9:00 a.m. – 12:00 p.m. at the Parish Hall.**

Due to the subject matter, children are not allowed in the sessions. Participants will not be allowed to enter if arriving late, nor will their attendance be counted if they leave early.

At the end of workshop, the facilitator of your training session will fax the sign-in sheets to the Safe Environment Office. Once your signature is on file, your account will be activated. You will receive an automatic e-mail from Virtus indicating your account status at the time of activation.

- **All volunteers must provide a copy of their training certificate to the school office.** Once activated, you may log in to www.virtusonline.org and enter your user id and password. Next, click on the green Training tab at the top of the page. From here, click on "live training" in the green column to the left. Here you will see an option to print your certificate. The Training tab is also where you can access your monthly bulletins. **At the end of each school year, all volunteers must print out a summary of the bulletins they have read.**

If you have trouble with this process, please contact the Safe Environment Office at 305-762-1250.

General Fingerprinting Procedure for Epiphany Catholic School

PLEASE READ ALL THE INSTRUCTIONS BELOW BEFORE BEGINNING THE PROCESS.

Fingerprinting will be available at Epiphany on **Monday, August 28, 2017, from 10:00am – 3:00pm, in the Religious Education Office and on Wednesday, September 6, 2017 from 11:00am - 6:00 pm.**

Church Personnel and Covered Volunteers must register online by accessing www.fieldprintflorida.com and following these instructions:

- Click "Schedule an appointment" (registration can be done in English or Spanish)
- Create a secure username/password and enter the Fieldprint scheduling system
- In the "Reason why you need to be fingerprinted" screen, select the web link: **"I know my Fieldprint Code"**. To obtain this access code, please call Susana Yllanes at (305) 665-0037 please notes that the access code is case sensitive.
- Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.

- At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.
- If additional questions or problems arise, please contact Fieldprint customer service at: 1-800-799-1067 or email: CustomerService@fieldprint.com. Or select the “Contact Us” link on the website.