

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 (Father Jose Alvarez).
- 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 the Pastor. A decision will be made based upon the nature and disposition of the charge.

2. Virtus Workshop



If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!

In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.

This is a temporary precaution, and we will still offer the live training sessions available as an option.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

- **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.

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.