



Virtus and Background Check Information

Fingerprinting for Catechists, Aides and Hall Monitors

Fingerprinting must be done every four years for volunteers and staff. Fingerprint appointments must be made in advance, and are scheduled online. Here are the steps:

- Go to <https://uenroll.identogo.com/>
- Where it says 'Enter your service code to get started,' enter the code **2F1J3Y**
- Click 'Schedule or Manage an Appointment,' and fill your information in per the form. It will also ask you for a contributor case number, which is **TRE093**
- When you make the appointment, you will need to enter credit card information (the current cost for volunteers is about \$25). When you are fingerprinted, they will give you a receipt. Please be sure to get a copy of your receipt to the RE Office so we can have you reimbursed by the parish.

Important - You are asked in the online form to indicate which form of identification you are bringing with you to the appointment. Please be sure to bring that with you, and *also be sure to be on time for the appointment*. Identogo staff will cancel the appointment when a person is late and/or does not bring identification as indicated in the form.

Virtus Training

All volunteers and staff working with children in parishes and parochial schools must attend an initial (first-time) Virtus session, and a recertification session every four years thereafter. Virtus can be taken in person or online.

To register for an in-person session:

- ❖ Go to <https://www.virtusonline.org/virtus/>
- ❖ **Initial Training:** If this is your first time taking Virtus, click 'First Time Registrant.'
 - Click 'Begin the registration process'
 - Select 'Trenton, NJ (Diocese)' from the drop-down
 - Follow the prompts to create an account and register for a session
- ❖ **Recertification:** If you have attended Virtus in the past, fill in the User ID and password in the 'Login for Existing Accounts' box.
 - Click the 'Training' tab at the top of the page

- Click 'Live Training' on the left side of the screen
- Click 'Pre-register for an upcoming live training session in your area'

***Please see the last page here for our list of in-person Virtus dates at St. Joan of Arc.*

To register for an online session:

Online Option: To take Virtus online, you would need to create an account (see the steps above for 'Initial Training') and then email jessica.donohue@stjoans.org with your username for the Virtus account you created. If you have taken Virtus more than four years ago and need to take the recertification class online, please let Jessica know.

You will receive a link for the online module via email, and you will have two weeks during which to complete the module; you can complete the course according to your own schedule within those two weeks.

2024 – 2025 Virtus Training Calendar

October 2024

Friday, October 11, 2024

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, October 12, 2024

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

November 2024

Friday, November 15, 2024

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, November 16, 2024

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

December 2024

Friday, December 13, 2024

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, December 14, 2024

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

January 2025

Saturday, January 11, 2025

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

Friday, January 17, 2025

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

February 2025

Friday, February 14, 2025

Full Session: 6:00 – 9:00
Recertification: 7:30 – 9:00

Saturday, February 15, 2025

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

March 2025

Friday, March 14, 2025

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, March 15, 2025

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

April 2025

Friday, April 4, 2025

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, April 5, 2025

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

May 2025

Friday, May 16, 2025

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, May 17, 2025

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

June 2025

Friday, June 13, 2025

Full session: 6:00 to 9:00
Recertification 7:30 to 9:00

Saturday, June 14, 2025

Full session: 10:00 to 1:00
Recertification: 11:30 to 1:00

For New Volunteers:

To Register for an in-person class, please create an account on the Virtus Website: www.virtusonline.org, select new registrant (fill out information), then select Diocese of Trenton, then St. Joan's for available classes. Of course you may choose to train in your own home via online training by creating an account on the Virtus website, then providing me janetpolicora1955@gmail.com your User ID, your password and your email address and a link will be sent for the training videos to be completed in two weeks.

For Recertification: Go to your Virtus account and sign up for class or opt for at home online training. Any questions, please contact Janet Polidora, 856-979-7486 via text or to the email listed above. Thank you for volunteering!