



Adult volunteers are required to have current Youth Protection Training, which includes a background check, provided by the Archdiocese of Baltimore. Under the current policy, upon approval, you will be cleared for five (5) years from the date of completion of each task in Virtus.

All those who wish to volunteer with Immaculate Heart of Mary School must be appropriately screened and trained and provide three signed reference forms to Colleen Condon ccondon@ihmschoolmd.org.

You can find the training at www.virtusonline.org.

Please use the link for **Substantial Contact with Children**

You will register by clicking "First-Time Registrant." Select: "Begin the registration process," and then "Baltimore Archdiocese." You will create a login ID and password. If you need to renew, please do not create a new account. Please sign in to your existing Virtus account. If you do not know your sign-in, please contact Colleen Condon for assistance.

Once registered with a role of **Substantial Contact with Children** you will need to complete the following:

1. Acknowledge Documents 1) *A Statement of Policy for the Protection of Children & Youth Protection*; 2) *Code of Conduct*.
2. Complete training module **Baltimore Protecting God's Children Online Maltreatment Awareness Session 3.2**
3. Authorize a Criminal Background Check
4. Obtain three (3) personal references (instructions for completion and submission below)

After completion of the training program and submission of references, the process to be approved may take 2–3 weeks. For questions about Archdiocese training and/or to confirm you have been approved before planning to volunteer, please contact Colleen Condon.

All Virtus Certified Volunteers are required to submit 3 personal references in hard copy to the location on record.

The forms are electronically fillable but should be physically signed.

Forms should be scanned using a scanning app on a smartphone (ie: ScannerPro, CamScanner, Adobe) or a flatbed scanner. If using a phone camera, ensure that it is a flat image with no shadowing.

If you are not able to scan it, you may mail or drop it off at the School Office or mailed to Colleen Condon ccondon@ihmschoolmd.org 8501 Loch Raven Blvd. Baltimore MD 21286