

Instructions and Information Regarding On-Line Continued Safe Environment Training

WHAT IS IT: As part of the ongoing mission of the safety of our children in the Diocese of Lafayette, the following information is provided to demonstrate how to use the 2010 online recertification safe environment training, *Protecting God's Children Online Awareness Training*, via virtus.org. Only those individuals who have completed INITIAL training are eligible for this on-line recertification option. INITIAL training must still be conducted in person and on site.

Training is completed in two steps, about an hour of your time:

1. HOW TO LOG ON: Steps to access the *Protecting God's Children Online Awareness Training*: **Following these directions, registration takes 2 minutes:**

1. Go to www.virtus.org
2. Click on yellow highlighted "Registration" link seen on the left hand column.
3. Select "Begin the registration process."
4. Find and click on "Lafayette, LA (Diocese)" from the drop down list. Click "Select."
5. Create a username and password (using your email address as your username may assure no duplication).
6. Please provide the required contact information.
7. Select "Hanson Memorial High School (Franklin)" from the dropdown list--parish/school location. You will be asked 3 times to identify place of, "work, volunteer, worship" locations-- Please indicate all that apply.)
8. Select your primary role within the Diocese. Please note: If you are a paid teacher, select "Educator." For parents, "Volunteer."
9. Then, click "Go to VIRTUS Online." The home page will reappear where you will enter your username and password (upper left hand column). Click "log in."
10. Once logged in, you will click on the green circle with check mark *or* the words "Protecting God's Children" to begin your online training.

2. HOW LONG WILL IT TAKE?: If you have to close your session before you have finished, the session will return where you left off when you log back in. The training consists of **62 brief pages containing information about child sexual abuse and prevention. Finally, a series of 19 applied and knowledge based questions end the session.** Upon completion, a page will simply state that you have successfully completed the training. **The training module asks for an average of one hour** of your time (ex., with 100% accuracy on the multiple choice questions, reading slowly and with note-taking, about 80 minutes; a "speed reader" tested the process from registration to finish in 30 minutes).

Continued...

RESULTS AND RECORDS: Please, we ask that users of this on-line option would email msenette@hansonmemorial.com to let Hanson know that you have completed the training for our school. The basic user is not allowed to print anything. VIRTUS will not send a confirmation to the user. Hanson's Safe Environment Coordinator only, is allowed to print a certificate for anyone at our location who has completed the on-line session. Once someone logs on to VIRTUS the information is sent to a diocese office and also to all locations that they have selected. Mrs. Senette will periodically check the current summary.

TRAINING LOCATIONS & DIOCESE LINKS: Thank you for considering the on-line training option. Please, also, review the *Diocesan "A Safe Environment for the Protection of Children and Young People: Official Diocesan Program's "Code of Professional Conduct" and "Reporting Procedures,"* at <http://www.diolaf.org/>. Besides those announced at Hanson or St. John, additional locations of in-person training sessions can be found at <http://www.diolaf.org/hr/SCHEDULED%20SESSIONS.doc>

MORE INFO: If in doubt, please feel free to contact Hanson or the diocese coordinator listed in VIRTUS. When you are logged in the system, you have the ability to change your account information by clicking on "Update My Account" and the ability to view the contact information for the diocese by clicking on "Contact My Coordinator." Click on "Help," then "VIRTUS Online Help Desk" for further information. One of the training links is a CDC study on prolonged effects of abuse <http://www.cdc.gov/nccdphp/ace/>.