

Virtus and Criminal Background Check Information Grid

Position	Virtus Training	Background Check
Clergy/Seminarians/Deacon Applicants	Onsite Training	Will complete Background Check information when they register for Virtus .
Parish/Diocese Central Services/Agency Employees (Including Religious)	Onsite Training	Parish Employees will complete Background Check information when they register for Virtus .
K – 12 School Employees (Including contractors and substitute teachers)	Onsite Training	Background check run by school using MSP form RI-030 Fingerprint code: SE – School Employment
K – 12 School Principals	Onsite Training	Diocese will have proper forms completed and process background check and fingerprints.
Director of Daycare/Preschool	Onsite Training	Background check run by school using MSP form RI-030 Fingerprint code: CPE – Child Protection Employment Dept of Human Service clearance
Preschool and Daycare Employees and Volunteers	Onsite Training	Background check run by school using ICHAT Dept of Human Service clearance
Student Teachers	Onsite Training or Online Training	Background check run by school using MSP form RI-030 Fingerprint code: SE – School Employment
Lay Ecclesial Ministers (Volunteers)	Onsite Training	Parishes will have the volunteer complete the Diocese of Lansing Employee and Volunteer Criminal Background Check Disclosure and Authorization Form. Parish will keep the original release form on file and the parish will conduct the ICHAT.
Adult catechists, catechist aides, and other parish volunteers working with the faith formation of children	Onsite Training or Online Training	Parishes will have the volunteer complete the Diocese of Lansing Employee and Volunteer Criminal Background Check Disclosure and Authorization Form. Parish will keep the original release form on file and the parish will conduct the ICHAT.
The following School Volunteer Positions: coaches, lunchroom helpers, teacher aides, and overnight chaperones	Onsite Training or Online Training	School will have volunteer complete the Diocese of Lansing Employee and Volunteer Criminal Background Check Disclosure and Authorization form. School will keep original release form on file and will conduct the ICHAT.

To learn more about Protecting God’s Children Safe Environment Training through Virtus: <http://www.virtus.org/virtus/>

If an employee or volunteer needs an ICHAT and hasn’t lived in Michigan for at least 10 years, please have them sign the background check release form and fax the completed and signed release form to the Diocese of Lansing Safe Environment Office at 517-342-2505.