

Virtus and Criminal Background Check Information Grid

Position	Virtus Training	Background Check
Clergy/Seminarians/Deacon Applicants	Onsite Training	DOL will complete Background Check information.
Parish/Diocese Central Services/ Agency Employees (Including Religious)	Onsite Training	Parish Employees will complete Background Check information when they register for Virtus . Or complete electronically if Virtus . account exists.
K – 12 School Principal, Employees (Including contractors and substitute teachers)	Onsite Training	Background check run by school using MSP form RI-030 Fingerprint code: SE – School Employment
Director and Employees of Daycare/ Preschool	Onsite Training	Background check run by LARA https://miltcpartnership.org/longtermcareportal?r=1 http://michigan.gov/ccbc - see Forms & Resources
Preschool/Daycare Volunteers	Onsite Training	Background check run by school using ICHAT PSOR Clearance https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests
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.
School and Parish Volunteer Positions that have any responsibility for and/or overseeing minors (some examples but not limited to) coaches, lunchroom helpers, teacher aides, and daytime or 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.

***If new employee has existing VIRTUS Account Criminal Background Consent form is sent electronically by the Diocese of Lansing Child and Office of Youth Protection Office.**

**** ** If volunteer has not resided in Michigan for 10 consecutive years, Criminal Background will be processed electronically by volunteer at the time volunteer creates a new VIRTUS account.**

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