



Student Application

DEADLINE: MAY 1, 2024

All of the following information is kept strictly CONFIDENTIAL.

DATE: ____ / ____ / ____

NAME: _____

STREET: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **SECONDARY PHONE:** _____

DOB: ____ / ____ / ____

CHECK ALL THAT APPLY: **Married** **Single** **Male** **Female**
 Permanent Deacon **Priest** **Consecrated**

EMERGENCY CONTACT: _____ **RELATIONSHIP:** _____

Preferred phone: _____ Secondary Phone: _____

IF MARRIED, FULL NAME OF SPOUSE: _____

Check the appropriate box:

- My spouse and I were married in the Catholic Church.
- My spouse and I had our civil marriage convalidated in the Catholic Church.
- My spouse and I are married civilly.

Date and city of marriage: _____

Church of marriage (if applicable): _____

Applicant's number of marriages prior to current marriage: _____

Did you receive a declaration(s) of nullity by
a diocesan tribunal for these prior marriages? _____

Spouse's number of marriages prior to current marriage: _____

Even if not Catholic, did the spouse receive a declaration(s)
of nullity by a diocesan tribunal for these prior marriages? _____

EMPLOYMENT INFORMATION

Occupation: _____ Work phone: _____

Work address: _____

EDUCATION AND RETREAT EXPERIENCES

Type of School	School Name & Location	Name of Program	Duration	Degree, diploma or certificate received
College or University				
Other Education				
Spirituality Workshops				
Scripture or Theology Education not listed above				

HEALTH

STATE ANY SPECIAL NEEDS YOU HAVE, INCLUDING DIETARY CONCERNS OR RESTRICTIONS.

DESCRIBE YOUR PSYCHOLOGICAL AND PHYSICAL HEALTH. NOTE ANY MAJOR DIFFICULTIES IN THE PAST OR PRESENT, AND INDICATE HELP YOU HAVE RECEIVED OR ARE RECEIVING FOR THEM.

DIOCESE/ECCLESIAL AFFILIATION/RELIGIOUS COMMUNITY (STATE BELOW):

PARISH/RELIGIOUS COMMUNITY (NAME & ADDRESS):

Name of Pastor/Religious Superior: _____

SPIRITUAL FORMATION AND RECOMMENDATIONS

My pastor/religious superior has agreed to complete the Assessment of Applicant Form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am currently receiving spiritual direction.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have contacted my spiritual director about this application (if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have requested a Personal Reference Form from my spiritual director (if applicable). See Appendix.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have requested permission from my religious superior to apply to the School of Spiritual Direction (if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Length of time under spiritual direction (if applicable)		

SPIRITUAL DIRECTOR CONTACT INFORMATION (if applicable)

Name: _____ Phone: _____

Email: _____

ADDITIONAL REFERENCE

The person named below (other than my pastor, religious superior, or spiritual director) can also attest to my relationships with others and the Church and may be contacted on my behalf.

NAME: _____ RELATIONSHIP: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PRIMARY PHONE: _____ EMAIL: _____

HAVE YOU COMPLETED THE SPIRITUAL EXERCISES OF ST. IGNATIUS (30-DAY, 19TH ANNOTATION, 30 WKS, OR THE 8-DAY RETREAT FORMAT? BELOW, STATE WHEN & WHERE, AND DESCRIBE YOUR SPIRITUAL EXPERIENCE.

SAFE ENVIRONMENT REQUIREMENTS

BEFORE FINAL ACCEPTANCE INTO THE SSD, STUDENTS ARE REQUIRED TO COMPLETE CERTAIN COMPLIANCE STEPS IN THE VIRTUS SYSTEM. BELOW, CHECK THE BOX NEXT TO THE STATEMENT THAT DESCRIBES YOUR STATUS IN VIRTUS. (YOU MAY CHECK YOUR ACCOUNT STATUS AT virtusonline.org, OR YOU MAY CALL THE OFFICE OF CHILD AND YOUTH PROTECTION FOR ASSISTANCE AT 815-221-6118.

<input type="checkbox"/>	I have an active VIRTUS account.
<input type="checkbox"/>	My VIRTUS account is currently inactive.
<input type="checkbox"/>	I do not know the status of my VIRTUS account.
<input type="checkbox"/>	I do not have a VIRTUS account

DEPENDING ON YOUR VIRTUS STATUS, WHICH YOU HAVE INDICATED ABOVE, YOU WILL NEED TO FOLLOW THE STEPS OUTLINE BELOW:

1.	For applicants with an active VIRTUS account, download these instructions or find them in the application appendix.
2.	For applicants whose VIRTUS accounts are currently inactive , download these instructions or find them in the application appendix.
3.	For applicants without a VIRTUS account, download these instructions or find them in the application appendix.
4.	For all applicants , download the required fingerprint background check form or find a copy in the application appendix.

INTELLECTUAL FORMATION

PRIOR TO YOUR ACCEPTANCE INTO THE SSD, YOU WILL ALSO BE REQUIRED TO CREATE A LEARNER ACCOUNT IN THE CATECHETICAL INSTITUTE'S *FRANCISCAN AT HOME LEARNING SYSTEM*. TO SET UP YOUR ACCOUNT, GO TO <https://franciscanathome.com/franciscan-university-steubenville> .

SPIRITUAL AUTOBIOGRAPHY

ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE DOCUMENT. PLEASE DO NOT EXCEED MORE THAN 5 PARAGRAPHS FOR EACH QUESTION.

- A. What are the major duties/commitments in your life right now? How are these going?
- B. Who is God to you? How do you become aware of His presence? Briefly describe your prayer.
- C. Describe your experience of receiving spiritual direction and your understanding of spiritual direction.
- D. Explain at length why you feel called to the ministry of spiritual direction, and what has led you to this sense of call. What communal support are you receiving to undertake this training?
- E. What signs and personal gifts do you recognize as evidence of your call to this ministry? Have others confirmed these gifts?
- F. What areas are you most in need of growth to serve in this ministry?
- G. Briefly describe your spiritual journey from childhood to the present.

ACKNOWLEDGMENT

I CERTIFY THAT THE ANSWERS GIVEN BY ME IN THIS APPLICATION ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY FALSIFICATION OF THIS APPLICATION, WHETHER WILLINGLY OR ACCIDENTAL, IS GROUNDS FOR DISMISSAL FROM THE PROGRAM. IF I AM ACCEPTED, MY SPIRITUAL DIRECTOR* AND I HAVE DISCUSSED MY READINESS FOR THIS PROGRAM, AND WE HAVE TOGETHER DISCERNED A CALL TO SERVE OTHERS AS A SPIRITUAL DIRECTOR. I UNDERSTAND THAT ONGOING PARTICIPATION IS SUBJECT TO ANNUAL REVIEW.

APPLICANT'S SIGNATURE** _____ DATE _____

*If the applicant does not have a spiritual director at this time, the applicant agrees to discern readiness for this program with a pastor, religious superior, or spiritual advisor for the School of Spiritual Direction.

***The parties agree that this document may be electronically signed and that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.*

FINAL CHECKLIST AND APPLICATION SUBMISSION

A COMPLETE APPLICATION FILE WILL INCLUDE:

<input type="checkbox"/>	This completed SSD Application form.
<input type="checkbox"/>	A completed Pastor's Assessment of Applicant Form (or, if applicable, an Assessment Form completed by another Ministerial Leader or Religious Superior (see Appendix).
<input type="checkbox"/>	2 completed Personal Reference Forms, including 1 from your spiritual director if you have one (see Appendix).
<input type="checkbox"/>	Baptismal certificate (not a photocopy) issued within the past 6 months by the church where you were baptized, showing all sacraments received and imprinted with the parish seal. The certificate must be mailed to the address shown below.
<input type="checkbox"/>	VIRTUS account created and compliance steps completed including fingerprint background check (see Appendix).
<input type="checkbox"/>	Catechetical Institute <i>Franciscan at Home</i> account created (see Appendix).

YOUR BAPTISMAL CERTIFICATE MUST BE MAILED TO THE ADDRESS BELOW. ALL OTHER DOCUMENTS, INCLUDING THE COMPLETED APPLICATION, SPIRITUAL AUTOBIOGRAPHY AND REFERENCE FORMS IN SUPPORT OF THIS APPLICATION MAY BE SUBMITTED EITHER

BY MAIL TO:

Diocese of Joliet School of Spiritual Direction
Office of Catechetical Formation
16555 Weber Rd.
Crest Hill, IL 60403

OR BY EMAIL (WITH ATTACHMENTS, EXCEPT THE BIRTH CERTIFICATE) TO:

SSD@dioceseofjoliet.org

For questions and assistance, please call 815-221-6147.



Appendix

Additional Requirements

CONTENTS

Pastor/Religious Superior Reference Form
Additional Reference Form

VIRTUS Compliance (Letters 1-3)

VIRTUS Account Registration Instructions (pp. 1-5)

Required *Accurate Biometrics* Fingerprint Background Check Form

Catechetical Institute *Franciscan at Home* Account Setup Instructions

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In partnership with Franciscan University
of Steubenville School of Spiritual Direction

**Pastor/Religious Superior
Assessment of Applicant**

Applicant's name

How long have you known the applicant? _____

How well do you know the applicant? (CHECK ONE) **Very Well** **Somewhat** **Hardly at all**

How long has the applicant been a member of your parish or religious order? _____

Share your perceptions of the applicant's faith life, participation in the sacraments, and prayer life.

Share your perceptions of (1) the applicant's understanding of who God is and (2) the applicant's views of Church teaching.

Please describe the applicant's level of involvement in the parish or religious community. Specify the activities and length of involvement. _____

How would you rate the applicant on the following traits? (Circle 1 answer for each category).

Honesty/Integrity	Above Average	Average	Below Average	Don't Know
Reliability	Above Average	Average	Below Average	Don't Know
Ability to Listen	Above Average	Average	Below Average	Don't Know
Human Relations Skills	Above Average	Average	Below Average	Don't Know
Intelligence	Above Average	Average	Below Average	Don't Know
Speaking Skills	Above Average	Average	Below Average	Don't Know
Moral Values	Above Average	Average	Below Average	Don't Know
Faithfulness to Practicing the Catholic Faith	Above Average	Average	Below Average	Don't Know
Confidentiality	Above Average	Average	Below Average	Don't Know
Ability to Handle Life Situations	Above Average	Average	Below Average	Don't Know

Please describe the applicant's psychological stability . _____

Why do you think the applicant desires to become a spiritual director? _____

Please comment on the applicant's ability to listen to another's story and ask questions. _____

To the best of your knowledge, does the applicant have any history of alcohol/drug abuse, spouse or child abuse, allegations of sexual misconduct involving minors, accusations of crime, indictments, arrests, convictions, or mental illness? (Check one) **Yes** **No** If yes, please describe.

What additional comments would you like to make about this candidate? _____

Considering all you know about the applicant's personal character, family life, and motivation for becoming a spiritual director, what is your overall evaluation of the candidate?

<input type="checkbox"/>	The applicant is a top-notch candidate.
<input type="checkbox"/>	The applicant is a very good candidate.
<input type="checkbox"/>	The applicant is an acceptable candidate.
<input type="checkbox"/>	I have reservations about the applicant being a spiritual director. (On the lines below, explain why you have reservations.
<input type="checkbox"/>	I would not recommend the applicant. Explain your reason(s) on the lines below).

Submitted on behalf of _____

Applicant's Name

Your Name _____

Street Address _____

City, State, Zip _____

Phone _____

Your Signature _____ Date _____

THIS REFERENCE FORM MAY BE SUBMITTED EITHER BY

U.S. MAIL TO:

Diocese of Joliet School of Spiritual Direction
Office of Catechetical Formation
16555 Weber Rd.
Crest Hill, IL 60403

OR BY EMAILING A SCANNED COPY TO:

SSD@dioceseofjoliet.org

For questions and assistance, please call 815-221-6147.



In partnership with Franciscan University
of Steubenville School of Spiritual Direction

Personal Reference

Applicant Name _____

The above-named individual has made an application for admission to the Diocese of Joliet School of Spiritual Direction and requests that you complete this reference form.

In order for us to consider this applicant, it is necessary for us to receive this completed form. Your honest and candid evaluation will be appreciated. **Your comments will be held in strict confidence by the Admissions Team and will not be shared with the applicant.**

Please complete this form and return it no later than May 1, 2024 by U.S. Mail to **Diocese of Joliet-School of Spiritual Direction, Blanchette Catholic Center, 16555 Weber Rd., Crest Hill, IL 60403**. You may also scan it and email it to SSD@dioceseofjoliet.org. Thank you.

(Please type or print legibly)

How long have you known the applicant? _____

How well and in what context do you know the applicant? _____

What is/was your relationship to the applicant (friend, relative, employer, colleague, neighbor, etc.?)

How well do you know the spiritual journey of this applicant, and what can you say about it? _____

Do you have any concerns about the applicant's ability to fulfill the responsibilities of a spiritual director without harming their marital and/or family life? _____

Is there anything about the applicant's history that concerns you regarding their ability to function as a representative of the Catholic Church?

What is your understanding of the applicant's prayer and sacramental life?

Do you know of any history of emotional disorders, substance abuse, abusive relationships, or criminal arrests, indictments, or convictions that might impede or hinder the applicant's ability to serve as a representative of the Catholic Church?

What special talents, capabilities and/or strengths does the applicant possess, which would be of value to the Church?

What limitations or weaknesses, if any, does the applicant have that might hinder the ability to perform in service to the Church?

How would you rate the applicant on the following traits? (Circle 1 answer for each category).

Honesty/Integrity	Above Average	Average	Below Average	Don't Know
Reliability	Above Average	Average	Below Average	Don't Know
Ability to Listen	Above Average	Average	Below Average	Don't Know
Human Relations Skills	Above Average	Average	Below Average	Don't Know
Intelligence	Above Average	Average	Below Average	Don't Know
Speaking Skills	Above Average	Average	Below Average	Don't Know
Moral Values	Above Average	Average	Below Average	Don't Know
Faithfulness to Practicing the Catholic Faith	Above Average	Average	Below Average	Don't Know
Confidentiality	Above Average	Average	Below Average	Don't Know
Ability to Handle Life Situations	Above Average	Average	Below Average	Don't Know

Considering all you know about the applicant's personal character, family life, and motivation for becoming a spiritual director, what is your overall evaluation of the candidate?

<input type="checkbox"/>	The applicant is a top-notch candidate.
<input type="checkbox"/>	The applicant is a very good candidate.
<input type="checkbox"/>	The applicant is an acceptable candidate.
<input type="checkbox"/>	I have reservations about the applicant being a spiritual director. (On the lines below, explain why you have reservations.
<input type="checkbox"/>	I would not recommend the applicant. Explain your reason(s) on the lines below).

Submitted on behalf of _____
Applicant's Name

Your Name _____

Street Address _____

City, State, Zip _____

Phone _____

Your Signature _____ Date _____

SUBMIT THIS REFERENCE FORM NO LATER THAN MAY 1, 2024 BY

U.S. MAIL TO:

Diocese of Joliet School of Spiritual Direction
Office of Catechetical Formation
16555 Weber Rd.
Crest Hill, IL 60403

OR BY EMAILING A SCANNED COPY TO:

SSD@dioceseofjoliet.org

For questions and assistance, please call 815-221-6147.

July 1, 2023

Dear Diocese of Joliet SSD Applicant,

In collaboration with the Department of Catechesis and Evangelization, our diocesan Office of Child and Youth Protection (OCYP), which oversees all safe environment guidelines for the Diocese of Joliet, has issued compliance requirements for the School of Spiritual Direction students. The enclosed information will guide you in the compliance process. The first step towards compliance is to register for a VIRTUS account, or if you already have one, to make sure it is active. **If records show that you have an active account, then follow the steps outlined below.**

In addition to keeping your Virtus account active, you will need to add the following “Primary” and “Secondary” Roles to your VIRTUS account, which will reflect your Role as a School of Spiritual Direction Student:

- Primary Role = “Non-employee/non-volunteer contractor”
 - Location = Blanchette Catholic Center
- Secondary Role = “School of spiritual direction student”
 - Location = Blanchette Catholic Center

The safe environment compliance requirements that all SSD students must complete are:

- Active VIRTUS account
- Acknowledgement of receipt of current diocesan policy and standards of behavior (done electronically through VIRTUS account)
- Protecting God’s Children (PGC)
- Sexual Harassment Prevention Training (SHPT) – annually per HR schedule
- Fingerprint criminal background check (name based criminal background check every 5 years thereafter). If you have never been fingerprinted for the Diocese of Joliet, please print the attached “Diocese of Joliet Fingerprint Applicant Form” or contact our office and we will provide you with a fingerprint applicant form. The diocese does not accept fingerprint results from any other agency. The fingerprint vendor used by the Diocese of Joliet is Accurate Biometrics. Please complete the applicant form and bring it with you to Accurate Biometrics, along with a valid government issued ID (such as a driver’s license, state ID, or passport). For Accurate Biometrics locations and hours of operation, please click on this link: <https://accuratebiometrics.com/results-by-zip>.

With an active VIRTUS account, you have already completed some of these safe environment compliance requirements. In order to determine if you are compliant or if you have any missing compliance requirements, please log onto your VIRTUS account and click on your Home tab. Green boxes indicate compliance you have completed, and red boxes indicate compliance you have not yet completed. Please click on the links within the red boxes to assist you in completing the respective compliance requirements.

The deadline to complete all these steps is **May 1, 2024**. If you have questions about the process, do not hesitate to contact me, Deacon Anthony Clishem, at aclishem@dioceseofjoliet.org or the Office of Child and Youth Protection at SafeEnvironment@dioceseofjoliet.org.

Sincerely in Christ,

Anthony J. Clishem

Deacon Anthony J. Clishem, Ed.D
Catechetical Formation Lead
Direct 815-221-6142
aclishem@dioceseofjoliet.org



cc: Rev. Steve Borello, Justin Reyes

encl: DOJ Catechetical Formation Fingerprint Form

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July 1, 2023

Dear Diocese of Joliet SSD Applicant,

In collaboration with the Department of Catechesis and Evangelization, our diocesan Office of Child and Youth Protection (OCYP), which oversees all safe environment guidelines for the Diocese of Joliet, has issued compliance requirements for the School of Spiritual Direction students. The enclosed information will guide you in the compliance process. The first step towards compliance is to register for a VIRTUS account, or if you already have one, to make sure it is active. **If records show that your VIRTUS account is inactive, then follow the steps outline below.**

In order to reactivate your VIRTUS account, you will need to contact OCYP at SafeEnvironment@dioceseofjoliet.org. In your email to OCYP, please indicate that you are a SSD student.

Once your VIRTUS account is active, you will also need to make sure that the following “Primary” and “Secondary” Roles are selected to reflect your Role as a School of Spiritual Direction Student:

- Primary Role = “Non-employee/non-volunteer contractor”
 - Location = Blanchette Catholic Center
- Secondary Role = “School of spiritual direction student”
 - Location = Blanchette Catholic Center

The safe environment compliance requirements that all SSD students must complete are:

- Active VIRTUS account
- Acknowledgement of receipt of current diocesan policy and standards of behavior (done electronically through VIRTUS account)
- Protecting God’s Children (PGC)
- Sexual Harassment Prevention Training (SHPT) – annually per HR schedule
- Fingerprint criminal background check (name based criminal background check every 5 years thereafter). If you have never been fingerprinted for the Diocese of Joliet, please print the attached “Diocese of Joliet Fingerprint Applicant Form” or please contact our office and we will provide you with a fingerprint applicant form. The diocese does not accept fingerprint results from any other agency. The fingerprint vendor used by the Diocese of Joliet is Accurate Biometrics. Please complete the applicant form and bring it with you to Accurate Biometrics, along with a valid government issued ID (such as a driver’s license, state ID, or passport). For Accurate Biometrics locations and hours of operation, please click on this link: <https://accuratebiometrics.com/results-by-zip>.

Because you had an inactive VIRTUS account, you may have already completed some of these safe environment compliance requirements. In order to determine if you are compliant, or if you have any missing compliance requirements, please log onto your VIRTUS account and click on your Home tab. Green boxes indicate compliance you have completed, and red boxes indicate compliance you have not yet completed. Please click on the links within the red boxes to assist you in completing the respective compliance requirements.

The deadline to complete all these steps is **May 1, 2024**. If you have questions about the process, do not hesitate to contact me, Deacon Anthony Clishem, at aclishem@dioceseofjoliet.org or the Office of Child and Youth Protection at SafeEnvironment@dioceseofjoliet.org.

Sincerely in Christ,

Anthony J. Clishem

Deacon Anthony J. Clishem, Ed.D
Catechetical Formation Lead
Direct 815-221-6142
aclishem@dioceseofjoliet.org



cc: Rev. Steve Borello, Justin Reyes

encl: DOJ Catechetical Formation Fingerprint Form

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July 1, 2023

Dear SSD Student of the Diocese of Joliet,

In collaboration with the Department of Catechesis and Evangelization, our diocesan Office of Child and Youth Protection (OCYP), which oversees all safe environment guidelines for the Diocese of Joliet, has issued compliance requirements for the School of Spiritual Direction students. The enclosed information will guide you in the compliance process. The first step towards compliance is to register for a VIRTUS account, or if you already have one, to make sure it is active. **If records show that you have not registered for a VIRTUS account, then follow the steps outlined below.**

The enclosed document will walk you through the process of creating a new account on the VIRTUS Online Registration page: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17156. Follow the instructions carefully. You will answer a series of questions as you work through the registration process. **It is important that you do so accurately.**

During the registration process, you will be selecting a “Primary” and a “Secondary” Role, which will reflect your Role as a School of Spiritual Direction Student. Please note, all SSD students must select the following roles:

- Primary Role = “Non-employee/non-volunteer contractor”
 - Location = Blanchette Catholic Center
- Secondary Role = “School of spiritual direction student”
 - Location = Blanchette Catholic Center

The safe environment compliance requirements that all SSD students must complete are:

- Active VIRTUS account
- Acknowledgement of receipt of current diocesan policy and standards of behavior (done electronically through VIRTUS account)
- Protecting God’s Children (PGC)
- Sexual Harassment Prevention Training (SHPT) – annually per HR schedule
- Fingerprint criminal background check (name based criminal background check every 5 years thereafter). If you have never been fingerprinted for the Diocese of Joliet, please print the attached “Diocese of Joliet Fingerprint Applicant Form” or please contact our office and we will provide you with a fingerprint applicant form. The diocese does not accept fingerprint results from any other agency. The fingerprint vendor used by the Diocese of Joliet is Accurate Biometrics. Please complete the applicant form and bring it with you to Accurate Biometrics, along with a valid government issued ID (such as a driver’s license, state ID, or passport). For Accurate Biometrics locations and hours of operation, please click on this link: <https://accuratebiometrics.com/results-by-zip>.

The deadline to complete all these steps is **May 1, 2024**. If you have questions about the process, do not hesitate to contact me, Deacon Anthony Clishem, at aclishem@dioceseofjoliet.org or the Office of Child and Youth Protection at SafeEnvironment@dioceseofjoliet.org.

Sincerely in Christ,

Anthony J. Clishem

Deacon Anthony J. Clishem, Ed.D
Catechetical Formation Lead
Direct 815-221-6142
aclishem@dioceseofjoliet.org



cc: Rev. Steve Borello, Justin Reyes encl: DOJ Catechetical Formation Fingerprint Form;
VIRTUS Registration Instructions

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Diocese of Joliet Registration Instructions

If you have previously registered with VIRTUS online, do not register for a new account. Please contact your local administrator at your location or the Office of Child and Youth Protection at SafeEnvironment@dioceseofjoliet.org.

Click on this link to access the VIRTUS Registration page:

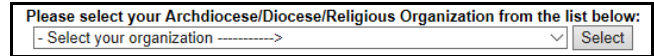
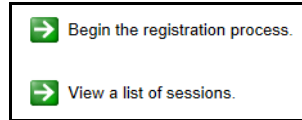
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17156

Or:

Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Joliet** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Create a User ID and Password you can easily remember. **The password must be at least 8 characters and may not be the word "password."** A password is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.



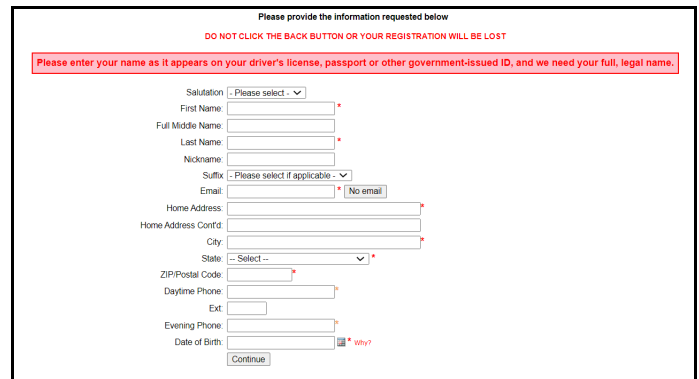
Click **Continue** to proceed.

Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth. **When entering your name, please enter your legal name as it appears on your driver's license, state ID, or passport.**

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

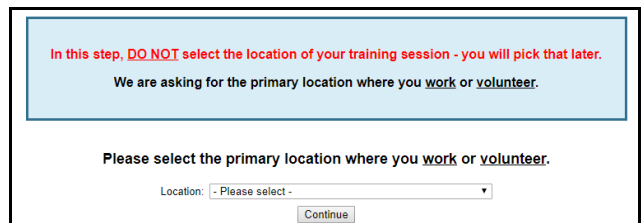
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



Your selected location(s) are displayed on the screen.

Please select the primary role you perform at this location and enter a brief description of your title or position in the "Title or Position of Service" box.

Select **Continue** to proceed.

If you are an Employee at a Parish or School, please select any additional roles (also known as a Secondary Role).

If you are a Volunteer, please select any additional roles (also known as a Secondary Role).

If you are a Non-employee/Non-volunteer/Contractor, please select the following additional role if applicable (also known as a Secondary Role).

Please select at least one primary role you perform at this location

- Non-employee/Non-volunteer/Contractor**
not a Diocese of Joliet employee or volunteer, but with an agency or function that requires the Protecting God's Children training (i.e., Catholic Charities, Bush Services, Lewis University, University of St. Francis, or any student teacher, student observer, student with a field placement, minors and/or vulnerable adults, etc.)
- Outside volunteer: Scouting**
Adults who volunteer with Boy, Cub, or Girl Scout troops that have a facility use agreement with a parish or school
- Priest**
Crowned priest
- Seminarian**
Studying to become a priest
- Deacon**
Crowned permanent deacon
- Candidate for ordination**
Studying to be a permanent deacon
- Educator**
Classroom teacher, school administrator, principal, NOT CATECHISTS
- Employee (Parish/Parochial)**
Not for work done at the parish/school. DO NOT INCLUDE EDUCATORS
- Employee (Diocesan/Eparchial)**
Not employees for work done at diocesan office/agency
- Volunteer**
Persons not paid for work done at the parish/school. Include volunteer here

Please select any additional roles you perform at this location

- Employee: Substitute Teacher**
- Employee: After School Staff**
- Employee: Musician**
- Employee: High School Coach**
athletic coach at catholic high school
- Employee: Parochial School**
Any paid school employee who does NOT already fall under one of the following roles: Educator/Employee: After School Staff/Employee: Contractor/Employee: High School Coach/Em
- Employee: Religious Education or Youth Ministry**

Please select any additional roles you perform at this location

- Volunteer: Religious Education or Youth Ministry**
- Volunteer: Coach**
- Volunteer: Knights of Columbus**
- Volunteer: Parochial School**
- Volunteer: Other**
- Volunteer: Liturgical Minister**
Eucharistic minister, lector, usher, choir
- Volunteer: School board member**
- Volunteer: Parish**
- Volunteer: JDCCS/badges/JDCCS event facilitator**
Members of the Joliet Diocese Catholic Committee on Scouting (JDCCS), religious recognition advisors (i.e., Catholic scouting badges/medals/awards), and volun

Please select any additional roles you perform at this location

- Independent Contractor**
Independent contractor paid for work done with minors/vulnerable adults at parish/school
- Student teacher/student observer/field placement/intern**
not a Diocese of Joliet employee or volunteer, but a college or university student placed in a diocesan school (includes any student teacher, student observer, studen
- School of spiritual direction student**
Adult Catholic who is studying to be a spiritual director

Select **Yes** if you are associated with any other locations.

Select **No** for no other locations.

You have chosen following locations and roles:

All Saints Catholic Academy (Naperville)

• Volunteer ✓

Are you associated with any other locations?

Diocese of Joliet Registration Instructions

Please answer the four questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

- Yes
- No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?

- Yes
- No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
- No

[Continue](#)

Please review the following and respond:

➤ Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (rev 7-15-2021)

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

Diocese of Joliet, IL
Policy Regarding Sexual Abuse of Minors (rev 7-15-2021)

Diocese of Joliet
Office of Child and Youth Protection

Blanchette Catholic Center
1633 Weber Rd.
Crest Hill, Illinois 62003
www.dioceseofjoliet.org

DIOCESE OF JOLIET
POLICY REGARDING SEXUAL ABUSE
OF MINORS AND VULNERABLE ADULTS
(REVISED JULY 15, 2021)

I. INTRODUCTION

On June 14, 2002, the United States Conference of Catholic Bishops (USCCB) approved the *Charter for the Protection of Children and Young People*. On December 8, 2002, the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors* were approved by Pope John Paul II. The *Charter* and the *Norms* were revised in June of 2005, 2011 and again in 2018 to reaffirm the deep commitment of the Church to create a safe environment for children and youth.

The Diocese of Joliet first promulgated a policy regarding sexual abuse of minors on June 14, 1990.

Problems viewing PDF? [Download](#)

I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*: (John D. Smith)

Today's Date*: (mm/dd/yyyy)

[Continue](#)

Please review the following and respond:

➤ Standards of Behavior for those Working with Minors and Vulnerable Adults (rev 7-15-2021)

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

Diocese of Joliet, IL
Standards of Behavior for those Working with Minors (rev 7-15-2021)

Diocese of Joliet
Office of Child and Youth Protection

Blanchette Catholic Center
1633 Weber Rd.
Crest Hill, Illinois 62003
www.dioceseofjoliet.org

DIOCESE OF JOLIET
STANDARDS OF BEHAVIOR
FOR THOSE WORKING WITH MINORS AND VULNERABLE ADULTS
(REVISED JULY 15, 2021)

In accordance with the USCCB *Charter for the Protection of Children and Young People (Article 4)* and *Diocese of Joliet's Policy Regarding the Sexual Abuse of Minors and Vulnerable Adults (revised July 15, 2021)*, these *Standards of Behavior* have been developed to foster and maintain an atmosphere of trust and safety for minors and vulnerable adults participating in various programs within the diocese. All personnel, be they clergy, seminarians, diocesan candidates, religious, employees or volunteers who staff these programs, are expected to maintain high standards of professional, ministerial, and moral behavior, and are expected to comply with these Standards.

Problems viewing PDF? [Download](#)

I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*: (John D. Smith)

Today's Date*: (mm/dd/yyyy)

[Continue](#)

Diocese of Joliet Registration Instructions

If you volunteer in a repetitive role (please see your local administrator), please print the **Adult Volunteer Application**. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account.

Click on **Continue**.

Diocese of Joliet, IL

Adult Volunteer Application



[Adult Volunteer Application](#)

Please print this form. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account.

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.

Otherwise, choose **YES**. You will need to know the date and location of the **VIRTUS Protecting God's Children** session you attended in the Diocese of Joliet.

Have you already attended a VIRTUS Protecting God's Children Session?

If you chose **NO** during the previous step, you will be given the option to select **VIRTUS Protecting God's Children for Adults (Online Training)** in either English or Spanish. It will take approximately 80 to 95 minutes to complete the training. Please select 'Go To Training' and the online **Protecting God's Children for Adults** training will be accessible if chosen as the selected training.

Please note: High school minors who register for VIRTUS accounts must select VIRTUS Healthy Relationships for Teens 2.0 (Online Training).

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Protegiendo a los Niños de Dios

Where: St. Andrew the Apostle (Parish and School) (Romeoville)
505 Kingston Drive

When: Saturday, December 4, 2021
1:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 10 of 10

Language: This session will be conducted in Spanish

Notes: Puerta #5 Añla #102 Por favor de llegar 15 minutos antes de iniciar la clase. No se permiten niños en esta clase.

Wheelchair accessible: Yes

If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Joliet**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Please note: if you took a Protecting God's Children class in a diocese other than the Diocese of Joliet, please contact your local administrator or the Office of Child and Youth Protection at SafeEnvironment@dioceseofjoliet.org and provide the date, location, and diocese where you took the training.

As part of our efforts to create and maintain a safe environment for children, volunteers, and staff we must conduct a criminal background check.

If you are a **NEW EMPLOYEE/APPLICANT**, please contact the hiring manager for instructions to be fingerprinted.

If you are a **VOLUNTEER or CONTINUING EMPLOYMENT**, please follow the instructions to conduct a name-based background check through the Selection.com website.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for children, volunteers and staff we must conduct a criminal background check.
If you are a **NEW EMPLOYEE/APPLICANT** stop here and contact the hiring manager for instructions to be fingerprinted.
If you are a **VOLUNTEER or CONTINUING EMPLOYMENT** follow the instructions below to conduct a name-based background check through Selection.com.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration
Middle:
Last: test@meveevew

Do you need to update this information to match your FULL, LEGAL name?

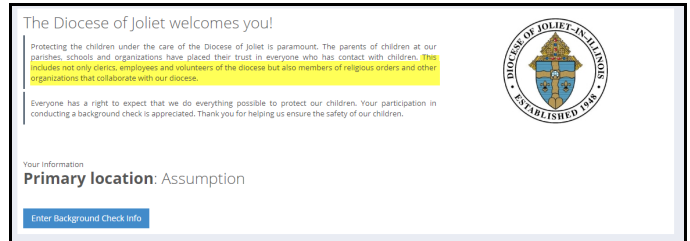
By clicking this button, you will be directed to their secure website called Fastrax™.

[I entered my FULL, LEGAL name - Begin Background Check]

You will be notified via email when your VIRTUS Online account is activated.

You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed. **You must complete the release form in its entirety once you click on Enter Background Check Info. or an error will be created and you will be asked to complete the release form again.**

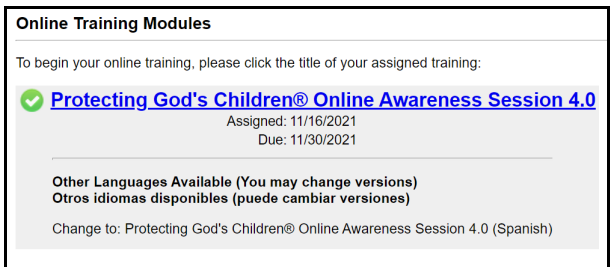
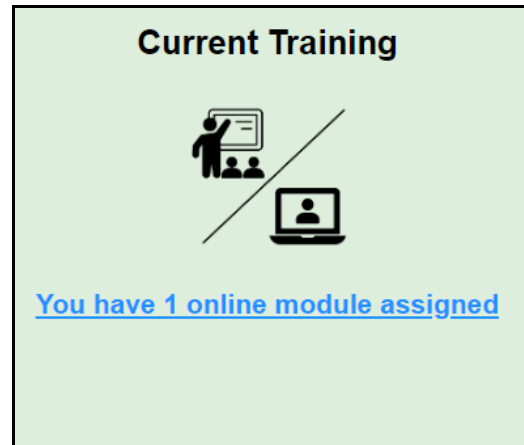
Please complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check release form.



If you selected online training, please click 'You have 1 online module assigned' within Current Training, and then the **green circle** to begin the **Online Training**.

Upon completion, the last screen will allow you to **print** a certificate for your records, and you will always have the ability to log back into your account and access the certificate.

Once you complete any online VIRTUS training, your VIRTUS account will automatically be populated to reflect that the training was completed.



If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

To contact the name-based background check provider, Selection.com, please contact their helpdesk at 800-325-3609.

Thank you for completing the registration process!





Phone: 773-685-5699
Fax: 773-685-5433
www.accuratebiometrics.com

Diocese of Joliet Fingerprint Applicant Form

Please provide the following information. Please print clearly.

Last Name: _____ First Name: _____ MI _____

Maiden name/legal name change: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Date of Birth: ____/____/____ Place of Birth: _____

Sex: _____ Race: _____ Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

ORI # ILL13693S

Account # 040

**Site name: Catechetical Formation
Address: 16555 Weber Rd.
Crest Hill, IL 60403**

DO NOT WRITE BELOW THIS LINE

TCN# _____

Date Printed _____



Create Your Free Individual Account

1. Go to <https://franciscanathome.com/franciscan-university-steubenville>
2. Below **“Register Online,”** click the second blue panel with the text, “My parish or school is already registered, and I would like to set up my individual free account under that institution.”
3. Click on the text, **“create a new account.”**
4. Complete all the required fields in the form.
5. For Diocese, select **Diocese of Steubenville** from the drop-down list.
6. Click on the green **“Create new account”** button.
7. In the **Institution** dropdown list, select **“School of Spiritual Direction at Franciscan University”** as your institution.
8. Click the green **“Sign Up”** button.
9. The next screen you will come to will be your **DASHBOARD** with full access to content.
10. The next time you log in, go to the same web address (see Step 1) and enter the email address and password you created in Step 4. This will launch your dashboard.

Applicants who already have an account in the Diocese of Joliet will not need to create a new account. Through either their parish institutional membership or through a second membership in the School of Spiritual Direction, you will have access to all the same learning content. (Please note that a single account may have multiple memberships). **For questions or assistance, please call or email the Office of Catechetical Formation at 815-221-6147 or SSD@dioceseofjoliet.org.**