

**TO:** All Volunteers Who Work with Children & Youth

**FROM:** Holy Trinity Catholic Church

*Content has been edited from a message sent from Sr. Esther Dunegan, Chancellor, and Paul Thomas, Coord. of Safe Environment Training for the Diocese of Beaumont*

**SUBJECT:** Recertification of Safe Environment Training for Adults

***Note:*** *All new volunteers must take the 3-hour in-person PGC training for adults at one of the locations throughout the diocese. This on-line training is for recertification of current volunteers only. The schedule for these sessions is on the diocesan website at <https://www.dioceseofbmt.org>.*

When we implemented the VIRTUS "Protecting God's Children Program" - for Adults (PGC) in our diocese in October, 2003, many clergy, employees, and volunteers throughout the diocese were trained by a VIRTUS representative over a period of three days. Since then, locally trained facilitators have been conducting these 3-hour training sessions in various locations throughout the diocese. [Up to June 30, 2015, we have provided 467 of these sessions, and 8,113 adults have been trained.] During the past 12 years, VIRTUS has updated its 3-hour training program at least two times, and now the program is much improved and also addresses technology and Internet safety.

The **goal of protecting our children & youth and keeping them safe** is so important that all of us should update our training periodically, after we have first completed the initial 3-hour VIRTUS "Protecting God's Children Program" - for Adults (PGC). During these past two years we have been collaborating with VIRTUS in their development of an on-line recertification training, in English and in Spanish, and they have now completed their project.

***Effective October 1, 2015, all of us are required to be re-certified every 5 years. We are asking all volunteers at Holy Trinity to recertify before Jan. 22, 2016 to keep our records current.*** In the summer of 2016, the Diocese of Beaumont will have an ON-SITE Audit of our compliance with the USCCB CHARTER, with auditors spending 2-3 days in the diocese. Further details TBD.

To access the on-line recertification session, you will need to set up an individual account. The on-line training can also be done on any mobile device or tablet; however, you will have to access a printer in order to print out your certificate of completion.

1. *On the Diocese of Beaumont website [www.dioceseofbmt.org](http://www.dioceseofbmt.org), click on the "Safe Environment" link.*



Home The Bishop Parishes Ministries Schools Organizations Resources **Safe Environment** ETC Employees Careers Contact Us Make A Gift 

2. Click on the link to the left named  Choose the English or Spanish option. This will take you to the sign-in screen.
3. Create a username and a password (and remember them). Continue with registration.
4. Once you are registered, it will take you to your toolbox. The on-line training module will appear when you click on  [Protecting God's Children® Online Awareness Session 3.0 Beaumont](#)
5. The online recertification module takes approximately one hour. **If you cannot complete the training in one sitting, you can return to the session at another time and pick up where you left off by going to <https://www.virtusonline.org/virtus/index.cfm> and logging in.**
6. With successful completion, a certificate is available to be printed out as the last step of the on-line training.

The format of the on-line training is as follows:

- 1) It begins with a paragraph which presents a scenario, followed by one question to answer;
- 2) Then there is educational content re: the scenario;
- 3) Afterward, you are taken back to the initial question and given the opportunity to edit your earlier response.
- 4) There are 12 scenarios presented in this format.

**No later than Jan. 22, 2016, each person who needs the recertification must provide a copy of the certificate to Vickie Riggs or Jim Bergstrom if you teach CCE, or Lydia Schneider at the parish office.** This deadline will enable the locations to prepare their reports for the annual USCCB Audit.

If you don't have access to a mobile device or a computer & printer to complete the on-line recertification training, please contact Lydia Schneider at the church office (281) 467-8091 or (281) 576-4990. Or you may attend another 3-hour in-person PGC training for adults at one of the locations throughout the diocese prior to Jan. 22, 2016. This will fulfill the requirement for recertification, and a certificate will be e-mailed to the primary location where the person serves. The schedule for these sessions is on the diocesan website <https://www.dioceseofbmt.org>.

If there are **technical questions** about the registration process or the on-line recertification module, or if you have **difficulties accessing the on-line training**, you are to contact: the **VIRTUS Helpdesk** number: **888-847-8870**.

**REMEMBER: this is all about [protecting our children & youth and keeping them safe!](#)**

**Thank you!!!**