



The new processes will be as follows:

New Employees/Volunteers

- Go to the VIRTUS® website (www.VIRTUS.org)
- Click on the "First Time Registrant" button and enter profile information
- Sign up for a *Protecting God's Children* class, if one is available
- Download and review the Code of Conduct, and electronically sign it
- Fill out the Child Abuse and Neglect Registry form, print, sign, and send to the Safe Environment Office
- Using the link in VIRTUS®, enter the SELECTION.COM® website and complete the background check process

Existing Employees/Volunteers

- Log in to the VIRTUS® website (www.VIRTUS.org) using their existing username and password
- Download and review the Code of Conduct, and electronically sign it
- Fill out the Child Abuse and Neglect Registry form, print, sign, and send to the Safe Environment Office
- If they have not completed a background check within the past five years, they will be directed to the SELECTION.COM® website to complete the background check process
- If they are an employee or volunteer working in an early childhood setting, Missouri state law requires that they complete an annual background check. Those who have not completed a background check within the past year will be directed to the SELECTION.COM® website to complete the background check process.

As in the past, all background check results will be sent to the Safe Environment Office. If a background check returns information regarding a conviction, the Safe Environment Office will notify the pastor and/or principal.

As with any transition, I expect there to be some bumps in the road. Please let me know of any issues/concerns that you encounter. Your patience during this transition will be greatly appreciated. I would also appreciate pastors and pastoral administrators sharing this information with your Local Safe Environment Coordinator.

If you need any further information or have any questions/concerns, please let me know.