

August 22, 2012

Re: Virtus Training for all Volunteers and Coaches

In accordance with the policies of the Diocese of Wheeling-Charleston and the United States Conference of Catholic Bishops, all employees, volunteers and coaches associated with the children of the Catholic Church or schools MUST be Virtus trained. This training is designed to increase the public awareness about child sexual abuse, and to try to provide adults with the knowledge and tools they need to help prevent and, if necessary, to respond appropriately to child sexual abuse.

Individuals wishing to volunteer their time can complete the Virtus Training either through a live meeting or online. Once the training has been completed, a copy of the certificate must be presented to school administration. In addition to this all volunteers will be asked to complete background check form which is available in the school office.

In order to register for a Virtus Training session please go to [www.virtusonline.org](http://www.virtusonline.org) and follow the instructions listed below;

1. Sign on to [www.virtusonline.org](http://www.virtusonline.org)
2. On the left side, click on Registration (under the log-in button)
3. Click on "view a list of sessions" or select online version
4. Select Wheeling-Charleston, WV (Diocese) from the drop down list.
5. Click on "Start Registration"
6. Create your own ID a password (please keep this for your own record)
7. Complete the information page and choose St. Joseph Grade School (Huntington) from the drop down list.
8. Mark position with school such as volunteer.
9. Answer the next two pages of questions.
10. Choose a session.

St. Joseph Catholic School appreciates your cooperation and commitment to keeping our school a safe place.