

## Post-Class Instructions

Once you have completed the class, the either the facilitator or the site administrator should make sure the following is completed:

1. Attendees and non-attendees need to be confirmed and removed from class registration in the VIRTUS system
2. It is required to send a copy of the sign in list to:

To:

Office of Minor and At-Risk Adult Protection  
Archdiocese of Denver  
1300 South Steele Street  
Denver, CO 80210

Or, email to: [Christi.sullivan@archden.org](mailto:Christi.sullivan@archden.org) or [Alex.Kwan@archden.org](mailto:Alex.Kwan@archden.org)

Or fax to:

Christi Sullivan  
303.715.2047

**You may instruct all attendees that they can view and print their own certificates if needed on their own VIRTUS account.**

If and when the time comes, and you decide this is no longer a vocation you want to continue, please return your binder with the DVD or USB to Christi as soon as possible.

Please accept our sincere appreciation for your efforts in furthering this mission for the Archdiocese of Denver. We could not do this without you.