

Archdiocese of Denver
Safe Environment Compliance Requirements
October 08, 2024

TRAINING

- Anyone who volunteers with minors and **ALL** employees are required to attend an initial **live** classroom training.
- Employees not working with minors have 90 days from date of hire to attend initial live training.
- All employees interacting with minors must have training prior to beginning work with minors.
- Volunteers must complete the initial live training before volunteering with children.
- Live training titles are:
 - *Protecting God's Children for Adults* or
 - *Called to Protect for Parents and Children* or
 - *OMAAP Approved Alternate Live Training*
- All school employees are also required to do the online [Colorado Mandated Reporter](#) training.
- **Online refresher training must be taken every 5 years.** The Archdiocesan refresher training module is available via an individual's VIRTUS account. Past valid refresher modules are automatically credited in the VIRTUS system. Contact OMAAP for questions on approved courses.
- The Colorado Mandated Reporter Online Training required by schools counts as a 5 year refresher.
- Hard copies are not required for proof of training, if VIRTUS Online training records can be provided.

BACKGROUND CHECKS

- Employee background checks must be approved prior to a final job offer.
- Volunteer background checks must be complete before volunteering with children but can be done after attending the initial live training.
- Background checks must be re-run every 5 years
- Colorado Department of Education Teachers Licenses can be used for active school and preschool teachers for their place of employment only. This is the only exception to the Selection background check; however principals or pastors may also choose to run a Selection check if preferred. Please note, this use of the license as a background check is only valid for 5 years after the issue date (even if the license is valid for longer).
- The AOD has used Selection.com for background checks since January 2018. Documentation is stored online with Selection.com and hard copies are not required. Entities should have the background checks available in their location's Selection.com account to verify compliance and cannot simply rely on the record in VIRTUS.

CODE OF CONDUCT

- Valid Code of Conduct versions are "Version 1.5, July 1, **2022**", or newer. Any earlier versions signed before June 27, 2022, are no longer compliant.
 - Employees have been signing the Code of Conduct online in Paycom since March 15, 2019.
 - Volunteers have been signing the Code of Conduct online in VIRTUS since August 1, 2020.
- If Code has not been signed online in PayCom or VIRTUS, a hard copy must be kept on file in addition to recording the date in VIRTUS.