2026 Form B - Parish– Adult Safe Environment Compliance

The Safe Environment Certification Form B is required every year from every **PARISH** in the Archdiocese of Denver in order to certify Safe Environment compliance of ALL adult employees and ALL adult volunteers *working with minors* per the USCCB Charter for the Protection of Children and Young People and the AOD Code of Conduct

INSTRUCTIONS: Detailed instructions for retrieving numbers to be reported are included with this form.
Additional supports (videos and office hours dates) as well as the Safe Environment Compliance Requirements can be found at
archden.org/protection/site-administrator-resources/

- All counts must match data in the VIRTUS database. Forms with discrepancies will be returned to the Pastor and local administrator.
- This form is for **parish** staff and volunteers only. Do not include clergy, religious, or Catholic school employees or volunteers.
- This is a "snapshot" of employees and volunteers with minors active as of 12/31/25. Alternatively, another date up until 2/28/26 can be used.

Section 1: USCCB Charter Compliance - Adults *Initial* LiveTraining / *Initial* Background Check (Use VIRTUS Master Report)
- This data is specific to initial live training and initial background check as requested by the USCCB auditors. It does not represent current compliance and only includes employees/volunteers whose primary location is your parish.

Section 2: AOD Safe Environment *Current* Compliance: Training/Background Check/Code of Conduct (Use VIRTUS Compliance Report)
- The AOD requires that training and background checks be renewed underline every 5 years and that church workers have a Code of Conduct signed after June 27,.2022.
- Section 2 reports only those **non-compliant** in these areas.

Section 3: Plan for Achieving Compliance (if applicable)
- If ANY training, background checks, Code of Conduct are missing in Section 1 or 2 , you must provide a plan for attaining compliance and projected date of completion.

Please direct any questions to Alex.Kwan@ArchDen.org (303-715-2085).

Adult Safe Environment Certification

*Due to: Alex Kwan at SafeEnvironment@archden.org - **No Later Than February 28, 2026***

Parish name and location: _____   Other Parishes/Missions-if included: _____

Person(s) completing form: _____

SECTION 1: Charter Compliance

Category As indicated in VIRTUS Master Report	ADULTS-Initial Live Training/Initial Background Check – Charter Compliance				
	Column 1A Total from Master Report Active on 12/31/25	**Column 1B** # from 1A that have ever had initial **live training** (not just in 2025)	**Column 1C** # from 1A have never had **live training**	**Column 1D** # of those in 1A that have ever had a **background check** (not just in 2025)	**Column 1E** # of those in 1A that have never had a **background check**
Parish Employees* as 12/31/25 full & part time					
Volunteers with minors* as of 12/31/25 (i.e., catechists, youth ministry, scouts, etc.)					

SECTION 2: AOD Compliance

CURRENT -Compliance Status- Training/Background Check/Code of Conduct

In the Archdiocese of Denver, a 5-year refresher training and 5-year background recheck is required. Only Code of Conduct signed after 6/27/22 is valid

Category As indicated in VIRTUS Compliance Report	**Column 2A** Total # Active as indicated in VIRTUS (Compliance Report)	**Column 2B** Total # NON-COMPLIANT Training	**Column 2C** Total # NON-COMPLIANT Background Check	**Column 2D** Total # NON-COMPLIANT Current Code of Conduct (after 6/27/22)
Parish Employees* as 12/31/25 full & part time				
Volunteers with minors* (i.e., catechists, youth ministry, scouts, etc.)				

(*excluding clergy, religious, school employees and school volunteers)   **All boxes should have a number or a zero – no blank boxes please**

SECTION 3 -

Plan and completion date for reaching compliance if ANY adults are indicated non-compliance in Section 1 or 2

Pursuant to Article 12 and 13 of the USCCB Charter for the Protection of Children & Young People; as Pastor of the parish(es) above in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, contact with minors.

Pastor's Signature: _____ Date: _____ (please retain a copy for your records)

Instructions for using VIRTUS Reports to fill out <u>Form B</u>

For 2026, the Form B Compliance report on PARISH adult safe environment compliance has been reworked to better align with the information tracked in the VIRTUS database.

<mark>New in 2026: Form B submissions that do not match the data in VIRTUS will be returned to the Pastor and administrator.</mark>

FORM B Components

	Data Reported	VIRTUS Report Used	Instructions Page
Section 1	Initial Live Training and Initial Background Check	Master Report	2 -4
Section 2	Current SE Compliance Status	Compliance Report	5
Section 3	Plan for Attaining Compliance	N/A	6

STEP 1 : ENSURE LIST OF ACTIVE EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS IS ACCURATE

To maintain the integrity of the reporting, please update your VIRTUS list and records *before* running your reports. The "Compliance Report" is the best tool to use to make sure your list is complete and accurate.

1) Parish Employees: The list of "Employees" in VIRTUS should match exactly the list of employees in Paylocity.

2) Parish Volunteers: Administrators should request rosters from every ministry (RE, Youth Group, Sacristans, Scouting groups etc) that work with youth. The list of "Volunteers" should exactly match the list of volunteers on these rosters

STEP 2 : USE THE MASTER REPORT TO FILL OUT SECTION 1 OF FORM B (Instructions start on pg 2)

- Use the template **" – 2026 Master Report Settings for Form B**" in VIRTUS to create spreadsheet)
- Use resulting spreadsheet to fill out Form B: Section 1

STEP 3 : USE THE COMPLIANCE REPORT TO FILL OUT SECTION 2 OF FORM B (Instructions start on pg 5)

- Provide total number of employees and volunteers and numbers who are non-compliant in safe environment requirements

STEP 4: IF ANY NON-COMPLIANCE, FILL OUT SECTION 3 OF FORM B

STEP 5: OBTAIN PASTOR SIGNATURE and retain a copy for your location.

STEP 6: RETURN TO SafeEnvironment@archden.org BY 2/28/2025

Reach out to Alex Kwan Alex.Kwan@archden.org or 303-715-2085 for assistance in getting you VIRTUS records updated.

Filling Out Form B - – Initial Training and Background Check

Section 1 provides the necessary data for the USCCB Audit and does not necessarily reflect current compliance or every employee or volunteer. That more complete compliance is recorded in Section 2 and the numbers may differ.

Using the spreadsheet pulled from VIRTUS *Master Report* (instructions below) fill in the counts of active employees and volunteers who have and have not completed initial live training and background check as follows:

Column 1A	Enter in **total number** of employees or volunteers on the spreadsheet from the Master Report
Column 1B	Enter in the COUNT of those **with** a date in Column titled "Training"
Column 1C	Enter in the COUNT of those **without** a date in Column titled "Training"
Column 1D	Enter the COUNT of those **with** a date in column titled "Import: Criminal Background Check"
Column 1E	Enter the COUNT of those **without** a date in column titled "Import: Criminal Background Check"

Instructions for Retrieving Master Report Numbers for Section 1

Do this report separately for Employees and Volunteers

Running a Master Report from VIRTUS	
Navigate to the Master Report in VIRTUS 1. Choose "Administration Tab" 2. Click on "Master Report"	**VIRTUS Online Administration for Local Administrators** **Main Reports** • Master Report • Compliance Report • Compliance Audit—Chart C/D Combo

MASTER REPORT From the "Saved Reports" Choose: – 2026 Master Report Settings for Form B This will fill in the appropriate "User Fields" but you will need to make some selections for the Filters.	**Master Report** **Saved Reports** [-2026 Master Report Settings for Form B ⌄] manage
FILTERS- Make Choices: **Location:** Choose only the location being reported (parish) **Role:** Choose "*Employee*" or "*Volunteer*" and run report and then run the report again with the other role. . **Profile:** Choose --*All Profiles*— **Continuing Training:** Choose "Required: Per Policy"	**Filters** Location: [-- All Locations -- Archdiocese of Denver Other (Denver)] Role: [Deacon Deacon: Retired Active Deacon: Retired Inactive * Employee Lesson Leader Minors * Non-Employee/Non-Volunteer] Profile: [-- All Profiles -- Administrator Default Educator Tab International Priests User] Continuing Training: [Required: Bulletins Required: Printed Childrens Program Only Completed: Access Completed: No Access Suspended Required: Per policy]
USER FIELDS ○ The required fields are filled in. You can add any others you wish to include in this section ○ By using these settings, your parish will correctly count only those who have your parish designated as their <u>primary location in VIRTUS</u>. ○ Employees should be primary at their place of employment. ○ Volunteers at multiple locations should be primary at their main parish/school of service.	**User Fields** ☑ Last ☑ First ☐ Middle ☐ Nickname ☐ Salutation ☐ Login ID ☐ Email ☐ Account Status ☑ Primary Location ☐ Primary Location ID ☐ All Locations (select to find users in secondary sites) ☑ Roles in primary location only (select to limit roles to only those in the user's primary location) ☐ All Roles ☐ Profile ☐ Language
BACKGROUND CHECKS ○ The required fields are filled in **DO NOT CHANGE** **REQUIRED DOCUMENTS** Not applicable – no choice needed	**Background Checks** ☐ Combine all selected background check types into one column ☑ Import: Criminal Background Check
TRAINING - LIVE	

The correct options are already filled in. No "Online" boxes should be checked. ***Do not add or change any of the selections in this section.***	**Training** ☑ **Combine all selected training types into one column -** **Live** ☑ Called to Protect for Ministries ☑ Called to Protect for Parents and Families ☑ OMAAP Approved Alternate Live Training ☑ Protecting God's Children for Adults ☐ Protecting God's Children for Facilitators ☐ Protecting God's Children for Parents

BULLETINS
    ○   Ignore - Do not click box
        ○	

USERS TO SHOW ○ The option "Show users who were active any time from: 12/31/2025 to 12/31/2025" is the standard. ○ If you have added or deleted users since 12/31/25, change the range to the date you run the report.	**Users to Show** ○ Show only users who are currently active ○ Show only users who are currently active (including pending users) ○ Show only users who are currently pending ◉ Show users who were active any time from: 12/31/2025 🗓 to: 12/31/2025 🗓
SAVE REPORT (Optional) ○ **Change name** to a customized name so that the original template remains and you have your customized report saved as well. . **Click "Export Report to CSV" to have option to download report.** ○ Open in Excel to view report.	**Save Report (_Optional_)** Report Name ‑2026 Master Report - My Parish (——————————————— [Run Report to Screen] [Export Report to CSV]

Instructions Completing Form B - <mark>Section 2</mark> – Ongoing Compliance

Use VIRTUS *Compliance Report*

Your total numbers may differ slightly from Section 1. This is okay! Section 2 must include ALL adults in your parish who need to be Safe Environment compliant – not just those with your parish as a "primary location.

Navigate to the Compliance Report 3. Choose "Administration Tab" 4. Click on "Compliance Report"	**VIRTUS Online Administration for Local Administrators** **Main Reports** • Master Report • <mark>Compliance Report</mark> • Compliance Audit—Chart C/D Combo
Set Up Compliance Report 1. Choose your parish from "Location" 2. Choose "Role" : Employee or Volunteer 3. Choose "Linked" 4. Click "Run Report"	**Compliance Report** Use this page to see user compliance status First Name: Last Name: #1 Location: Role: #2 Pr Archdiocese of Denver Pastoral Center (Denver) Employee - Linked #4 #3 Run Report Reset Cancel Export Update Inactivate
Column 2A – Total Employees OR Volunteers 1. Record total number of entries displayed at bottom of page	Showing 1 to 50 of <mark>223 entries</mark>
Column 2B-Non-compliance Training 1. Filter "Compliant" drop down to "No" 2. Click "Training" box only 3. Run Report 4. Record total non-compliant	Compliant: Active: Expires: <mark>No</mark> Yes 30 days Show Expired an Items ☐ BGC ☐ Bulletins ☐ Documents <mark>☑ Training</mark>
Column 2C – Non-compliance: Background Check 1. Filter "Compliant" drop down to "No" 2. Click "BGC" box only 3. Run Report 4. Record total non-compliant	Compliant: Active: Expires <mark>No</mark> Yes 30 da Show Ex Items <mark>☑ BGC</mark> ☐ Bulletins ☐ Documents ☐ Training
Column 2D– Non-compliance: Current Code of Conduct (Signed after 6/27/2022) 1. Filter "Compliant" drop down to "No" 2. Click "Documents" box only 3. Run Report 4. Record total non-compliant	Compliant: Active: Expires: <mark>No</mark> Yes 30 days Show Expire Items ☐ BGC ☐ Bulletins <mark>☑ Documents</mark> ☐ Training

<mark>Section 3</mark> – Plan for Ensuring Compliance

If there are ANY adults not compliant in Sections 1 or 2, please explain in Section 3

1) Plan for achieving compliance
2) Deadline for attaining compliance

Please note that church workers whose safe environment requirements are not updated should be notified that this is a requirement of employment and employees/volunteers should cease working with youth until completed.

<mark>Pastor Signature</mark>

Your pastor must certify that this information is correct and verifiable in VIRTUS and as needed in other parish record systems (Paylocity, Fastrax, etc).

Please retain a copy in your parish files.

<mark>Submission</mark>

Scan and to SafeEnvironment@archden.org by 2/28/2026.

Alternatively mail a copy to:

> Alex Kwan - OMAAP
> Archdiocese of Denver
> 1300 S. Steele St.
> Denver CO 80210

Please notify OMAAP by email that the form is being mailed.