

2026 Preschool Form– Adult Safe Environment Compliance

The PRESCHOOL Safe Environment Certification form is required every for parishes that have a formal Preschool program 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 preschool** staff and volunteers only as they have not traditionally been captured in parish or OCS numbers.
- IF these adult employees and volunteers are to be included in the Parish Form B or by the AOD Catholic school to OCS, please note this on this form, have your pastor sign, and still return to OMAAP.
- 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 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).

FORM B – FOR BUSINES/OPERATIONS MANAGER – FORM B**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**ADULTS-Initial Live Training/Initial Background Check – Charter Compliance**

	Column 1A	Column 1B	Column 1C	Column 1D	Column 1E
Category As indicated in VIRTUS Master Report	Total from Master Report Active on 12/31/25	# from 1A that have ever had initial live training (not just in 2025)	# from 1A have never had live training	# of those in 1A that have ever had a background check (not just in 2025)	# of those in 1A that have never had a background check
Preschool Employees as 12/31/25 full & part time					
Volunteers with minors* as of 12/31/25					

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

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

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 Form B

***These instructions are most appropriate for preschools that have a separate location listing in VIRTUS.

If preschool employees/volunteers are listed under the parish location in VIRTUS, please reach out to Alex.Kwan@archden.org for alternate instructions.***

New in 2026: Submissions that do not match the data in VIRTUS will be returned to the Pastor and administrator.

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) Preschool Employees: Ensure that all preschool employees are listed in VIRTUS under the preschool or parish location. This should match the list of employees in Paylocity.
- 2) Preschool Volunteers: Administrators should request rosters from all teachers of the class volunteers. 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 - **Section 1** – 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

<u>Running a Master Report from VIRTUS</u>	
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 (preschool) 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 - Section 2 – 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 - Choose “Administration Tab” - Click on “Compliance Report”	VIRTUS Online Administration for Local Administrators Main Reports - Master Report Compliance Report - Compliance Audit—Chart C/D Combo
Set Up Compliance Report - Choose your parish from “Location” - Choose “Role” : Employee or Volunteer - Choose “Linked” - 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 #3 Linked #4 Run Report Reset Cancel Export Update Inactivate
Column 2A – Total Employees OR Volunteers Record total number of entries displayed at bottom of page	Showing 1 to 50 of 223 entries
Column 2B-Non-compliance Training - Filter “Compliant” drop down to “No” - Click “Training” box only - Run Report - Record total non-compliant	Compliant: Active: Expires: No Yes 30 days Show Expired and Items ☐ BGC ☐ Bulletins ☐ Documents ☒ Training
Column 2C – Non-compliance: Background Check - Filter “Compliant” drop down to “No” - Click “BGC” box only - Run Report - Record total non-compliant	Compliant: Active: Expires: No Yes 30 da Show Ex Items ☒ BGC ☐ Bulletins ☐ Documents ☐ Training
Column 2D– Non-compliance: Current Code of Conduct (Signed after 6/27/2022) - Filter “Compliant” drop down to “No” - Click “Documents” box only - Run Report - Record total non-compliant	Compliant: Active: Expires: No Yes 30 days Show Expire Items ☐ BGC ☐ Bulletins ☒ Documents ☐ Training

Section 3 – 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.

Pastor Signature

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 preschool files.

Send 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.