

Safe Environment

Diocese of Winona-Rochester

VIRTUS Online Recertification

- Completed on-line every 5 years.
- On-line recertification has been sent to all those trained in 2011, 2012, 2013, 2014, 2015, 2016 and 2017 to bring everyone to the 5-year recertification training. **To be compliant for the 2022-2023 Safe Environment Audit, all trained in 2011-2012-2013-2014-2015-2016-2017 must be recertified.**

This process is best done by involving all church/school personnel to assist in updating the report.

Please review your parish/schools report and do the following:

- Is this person still active in your parish/school?
 - If yes is their email address correct
 - If email is not correct please correct email on VIRTUS
- If the person is no longer active make them “inactive” on VIRTUS. Please be careful, just because he/she may not be at the church/school they may still be volunteering at another church and vice versa. If another location is listed, then do not inactivate them, just remove your location from the user profile leaving them active.

Once you have completed this process for everyone you will need to return the listing of the ‘active’ people to the Safe Environment office and reminders will be sent for the recertification training.

Please talk to your volunteers and employees about the importance to completing this online training. They can no longer volunteer until they complete the recertification training. Explain that they are needed in our Catholic communities.