



DIOCESE OF VENICE IN FLORIDA

OFFICE OF THE CHANCELLOR

To: Pastors/Administrators
Principals
From: Dr. Volodymyr Smeryk *VS*
Re: VIRTUS
Date: January 22, 2018

The Diocese of Venice is strongly committed to the protection of youth and vulnerable adults. In keeping to this commitment and following the recommendation of the auditors and further consultation, the Diocese will implement a Safe Environment Training (S.E.T.) recertification policy through Virtus Online for its employees, effective February 1, 2018. Virtus Online will be used for both registration for S.E.T. for all new employees or volunteers, and for all current employees' S.E.T. recertification. All new employees or volunteers are required to attend S.E.T. in person. Recertification in S.E.T. applies only to current employees.

- The S.E.T. recertification policy requires employees to be recertified in S.E.T. every five years. It will coincide with their required background re-screening.
- Employees will not attend a S.E.T. in person for recertification, but view an online training via Virtus Online.
- Two weeks prior to their recertification date, the employees will receive an automated email from the Diocese with a link to Virtus Online.
- Instructions on how to register with Virtus Online will be provided in the email. Please inform your employees that from February 1, 2018, any individual who has been employed with the Diocese for more than five years will receive this recertification email, which will coincide with the date of their required background re-screening.
- After an employee has viewed the online training, the Diocese will be automatically notified that their recertification is up to date and their ADP employment file will be updated.
- Virtus Online will also track all S.E.T. and fingerprinting data at your parish and/or school.

- A link to Virtus Online with registration instructions will be on the Diocesan website under Safe Environment. Those registration instructions are also attached to this email.

Ashley Fox, Director of Religious Education and now also Director of Safe Environment Awareness and Certification, has contacted your S.E.T. parish and school coordinators and informed them of this policy. She has trained them on the utilization of Virtus Online at your parish and/or school, and their administrative instructions are attached to this email. They can assist anyone who needs help registering with Virtus Online.

Thank you for your assistance with this recertification policy. It will allow those employed to receive training in new topic areas every five years, and it continues to help us provide safe environments for all youth and vulnerable adults in our parishes and schools. If you have any questions, please contact Ashley Fox at (941) 484-9543, ext. 3039 or fox@dioceseofvenice.org.

Thank you.