

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

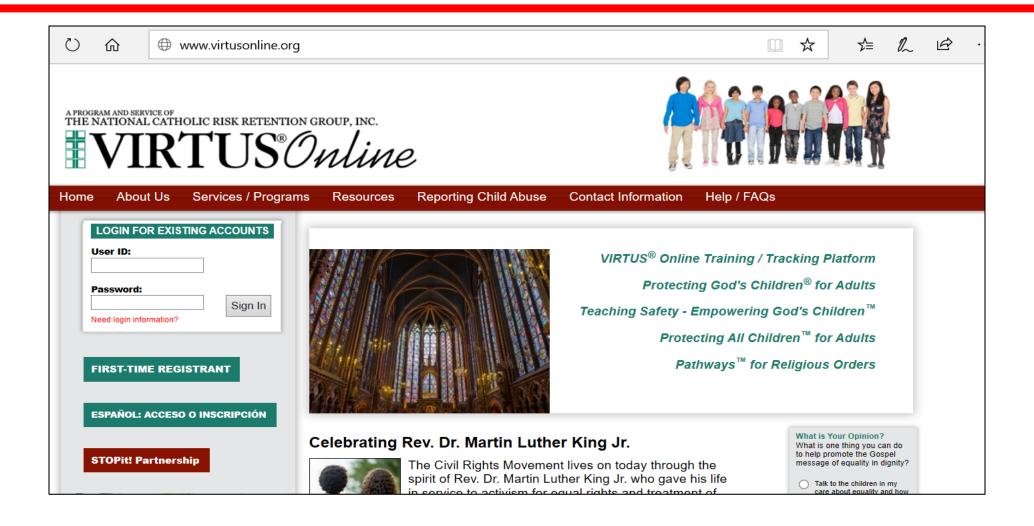


RE-CERTIFICATION INSTRUCTIONS

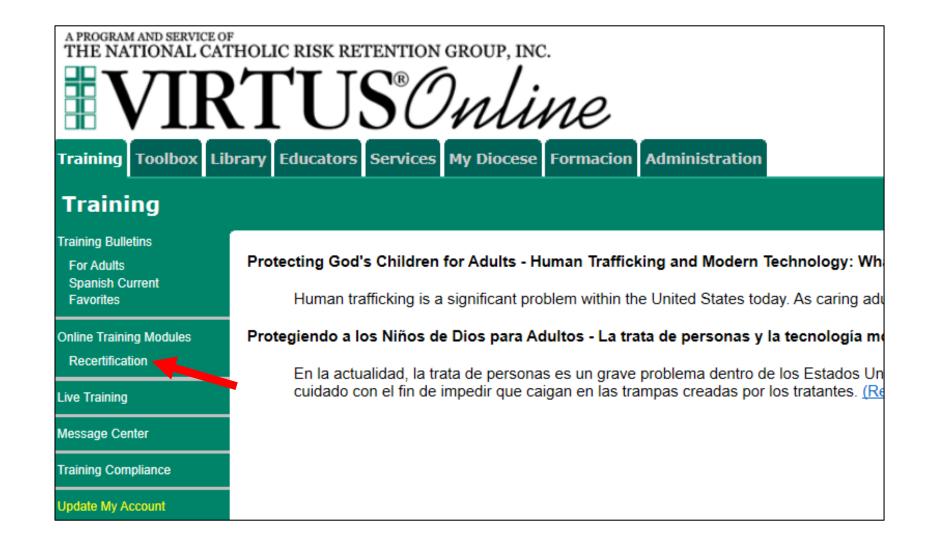
1. Please visit <u>www.virtusonline.org</u> and log-in using your <u>User ID</u> and <u>Password</u>. Click

Sign In

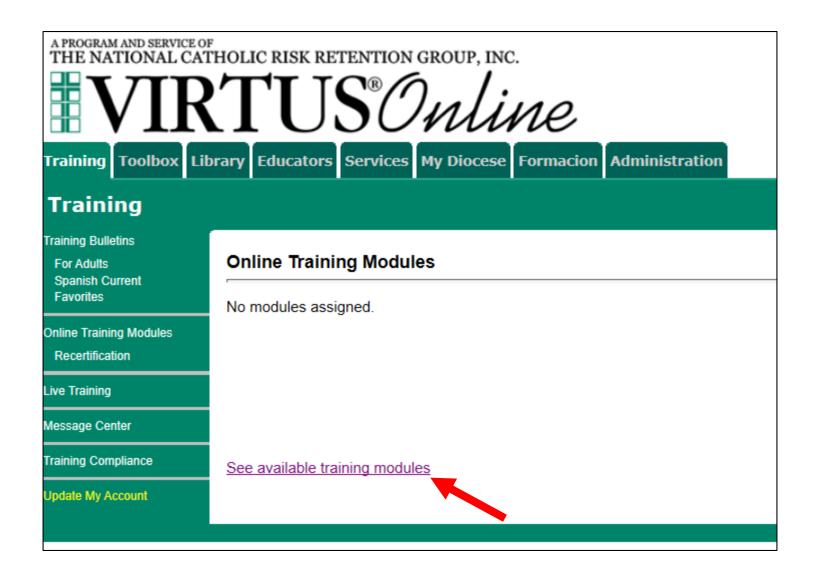
IMPORTANT: If you forgot your log-in information, please click on Need login information? and follow the steps.



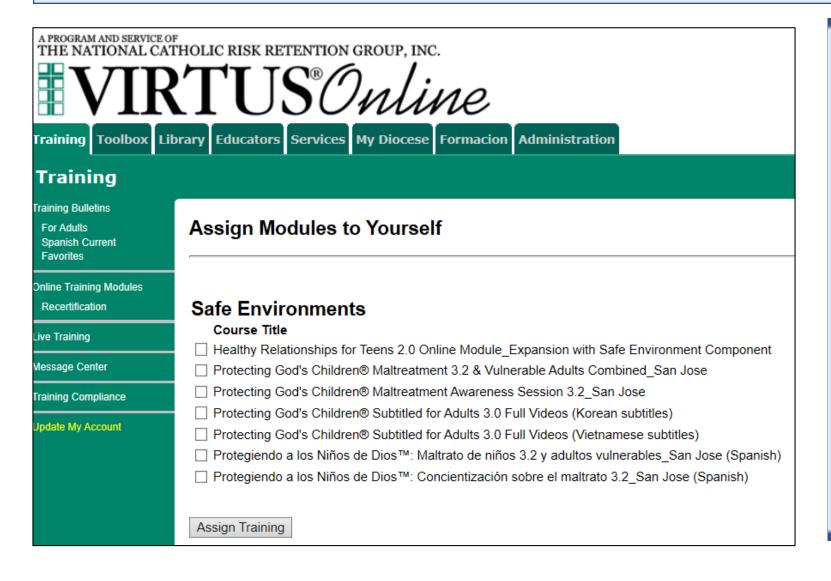
2. On the left-hand tab, click on Recertification.



3. Click on See available training modules



4. Please select the online training you wish to complete and click Assign Training



Healthy Relationships for Teens 2.0-

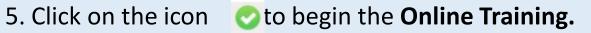
for high school students before 18th birthday

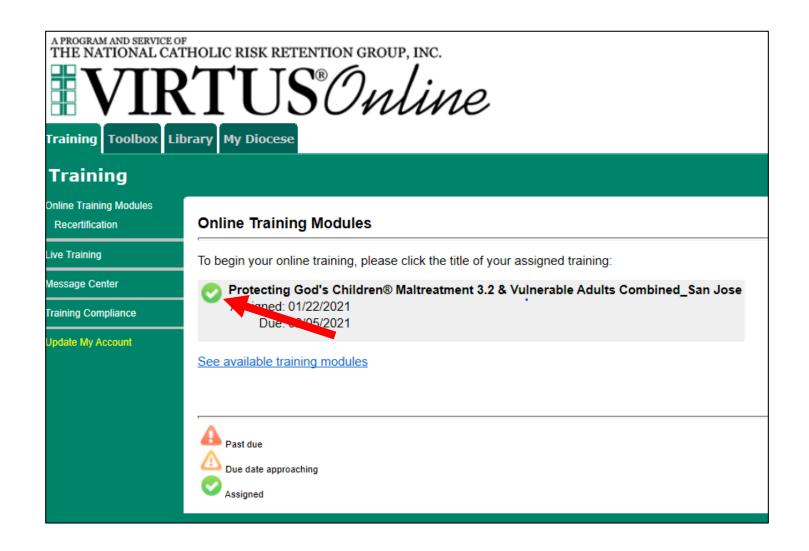
PGC Maltreatment 3.2 and Vulnerable Adults Combined-

if you interact with, work with, or come into contact with minors and vulnerable adults

PGC Maltreatment Awareness

Session 3.2- if you interact with, work with, or come into contact with minors but not with vulnerable adults





Helpful Tips:

- The training is composed of short videos and multiple choice questions.
- Please do not fast forward through videos. If you do, the system will not allow you to continue.
- The training is about 90 minutes long and does not have to be completed in one seating. You may log back into your account to finish the training
- Upon completion, the last screen will allow you to print a certificate, and you will always have the ability to log back into your account and access the certificate. Please provide a copy of your certificate to your diocesan volunteer/employment site.

For Assistance or Questions, please contact the Diocese of San José's:

Office for the Protection of Children & Vulnerable Adults

Ph: 408-983-0113 | Email: Protection@dsj.org