



## DIOCESE OF MARQUETTE

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Marquette, Michigan 49855  
[www.dioceseofmarquette.org](http://www.dioceseofmarquette.org)

OFFICE OF THE BISHOP  
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May 6, 2016

In 2002, the U.S. Bishops established the *Charter for the Protection of Children and Young People* which mandated education and training in ways to maintain a safe environment with respect to sexual abuse. Since its implementation of the Charter, the Catholic Church in the United States has trained 98% of our two million volunteers, employees, educators, clergy, and candidates for ordination in how to create safe environments and prevent child sexual abuse.

To provide this training, the Diocese of Marquette uses the program *Protecting God's Children* created by VIRTUS®. Training is provided to all those who have regular contact with children or are in a position to observe those who do. Protecting God's Children training is offered by live sessions, conducted by trained facilitators, or through an on-line module, using questions to verify participation.

These programs are part of our continued efforts to protect the children in our care, renew confidence, and restore trust of parents.

Leadership and oversight for these programs is provided by the Office of Ministry Personnel. If you have questions, contact Marti Tomasi at 800.562.9745 ext. 155, 906.227.9155 or email at: [mtomasi@dioceseofmarquette.org](mailto:mtomasi@dioceseofmarquette.org)

Sincerely yours in Christ,

Most Reverend John F. Doerfler, STD, JCL  
Bishop of Marquette

Complete the DOM  
Background check prior to  
setting up your VIRTUS  
account.

# Diocese of Marquette BACKGROUND CHECK

## 2-Step Instructions

### STEP 1

- The Diocese of Marquette requires Employees & Volunteers to complete a **Criminal Background Check**.
- Go to: [www.dioceseofmarquette.org](http://www.dioceseofmarquette.org)
- On the header, select **Protecting Children**
- Select **Criminal Background Check Application**
- Follow the *link* for **First Time Users**
- Enter the parish or school where you will be employed or volunteering.
- Enter the access code: baraga1857
- Complete the remainder of this set-up page and click **Submit Registration**

### STEP 2

- **Log in** to your account and complete the remaining portions of the application by selecting the links on the right-hand side of the page.
  - When each link is completed, a green check will appear.
  - When all links are completed, the SUBMIT button will appear bright red.
  - Click on the **SUBMIT** button.
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- When a clear background check is received by the Diocese of Marquette, you will be notified if further action or training is required.
  - While your background check is being processed, please refer to the **SAFE ENVIRONMENT TRAINING Account Set-Up Instructions**.
  - If you have any questions or have not heard from someone at the diocese within 1 business day of submitting your application, contact Martha at (906) 227-9155 or [mtomasi@dioceseofmarquette.org](mailto:mtomasi@dioceseofmarquette.org)

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# SAFE ENVIRONMENT TRAINING

## Account Set-Up Instructions

- Go to **VIRTUS.ORG**
- On the left side of the screen select **FIRST TIME REGISTRANT**
- Select **Begin the Registration Process.**
- In the drop-down box, select **Diocese of Marquette.**
- Fill in a new **User ID & Password.**
- Fill in all fields with your information, including an active e-mail address.
- Select the parish or school where you volunteer or work.
- Complete the remaining questions on the following pages.
- When prompted to select a Training Session, choose **NO** unless you would like to register for, and attend one of our classroom sessions held in the fall.
- Once you select NO, your registration is complete. Please e-mail Martha at [mtomasi@dioceseofmarquette.org](mailto:mtomasi@dioceseofmarquette.org) so an online training module can be assigned to you.
- Completion of the VIRTUS Adult Awareness Training Session is required by all adult employees and volunteers in the Diocese of Marquette.
- Employees and Volunteers with immediate access to minors must complete the training prior to their first day of service.
- Those without immediate access, but are in a position to observe minors, must have the training completed within 30 days of their background check.

Questions can be directed to:

Martha Tomasi

Diocesan Safe Environment Coordinator

(906) 227-9155

[mtomasi@dioceseofmarquette.org](mailto:mtomasi@dioceseofmarquette.org)