

# **OPCYP Compliance Terms for Liaisons**

**Compliant:** An individual is fully compliant when the following items below are **completed**:

1. OPCYP Online Application has been completed by the applicant and the Liaison has reviewed the forms using DocuSign.
2. Background Check results are **cleared**.
3. Attended Safe Environment Training: VIRTUS
  - a. 45 Day Grace Period (Attend VIRTUS) begins from the date the liaison has reviewed the forms.

**Automatic Temporary Waiver:** is automatically granted temporarily for employees/volunteers to **begin** their employment/ministry **until** all other background check results are cleared and attend their safe environment training.

The automatic waiver may only take place when:

- The results for the **Diocese of Background Check** (also known as CDA Check or NCSI) must be **CLEARED**.
- Example:

Diocese of Arlington Background Check	4/23/2013	4/23/2013	4/26/2013	CLEAR
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- The results can be found on the individual's profile under **Actions and Results** on the Management Portal.

**Renewal Background Check:** an automatic renewal background check will run every 5 years from the individual's initial background check date. The individual may continue to work/volunteer until the renewal results are posted.

- The renewal background check will automatically run 15 days prior to their 5-year anniversary initial background check. The fee is \$25.
- Example of a **completed** renewal background check:

Background Check Renewal	2/6/2018	2/6/2018	2/26/2018	CLEAR
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# OPCYP Compliance Terms for Liaisons

- Example of a **pending** renewal background check result viewed on the Management Portal:

[417748](#) Ashworth William billashw@yahoo-inc.com V-Coach No (No NCSI)

- The management portal will automatically change the compliance status (view above) to **No(No NCSI)** until the renewal background check results are clear.
- The **individual may continue to work/volunteer** due to their initial cleared background check.

## Pending: is eligible to work or volunteer

[370294](#) Couillard Joan couil5@yahoo.com CAO-Director-ES Pending (No Code of Conduct)

[299777](#) Espinoza Sintia sintiamesp@gmail.com Fac-Housekeeper-NH Pending (No Fingerprint)

## Safe Environment Training: required to be compliant

[522607](#) Mazel Joseph joey.mazel@gmail.com OffStf-Receptionist-NH No (No Virtus)

## No (Ineligible)

Background Check Renewal 1/28/2019 1/29/2019 2/1/2019 FLAGGED