Employee Compliance Checklist

**The *Office for the Protection of Children and Young People* (OPCYP) would like to welcome you as a new Employee at the Diocese of Arlington. Employees are required to complete each section in the order presented. If you need additional assistance, please contact the Child Protection Liaison at your employment Location.**

# Three Components to be Compliant:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Online Background Application**  |  | **Cleared Background Results** |  | **Attend Training: VIRTUS** |  |  |

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| --- | --- | --- |
|  | Complete in | Each Section should be completed in the order presented:  |
| □ | 1 Week | Complete and submit your Online Background Check Application **immediately** after being hired.  |
| □ | 48 Hours to Sign DocuSign Forms | After submitting your Application, you will be prompted to review your information by clicking on “Sign Documents” to electronically sign your application documents using DocuSign or you may wait until you receive an email from DocuSign. You have 48 hours to sign. Once you sign your documents, your Application will be sent to the assigned liaison for your work location for review and approval. After the Liaison approves your application, the electronic background check process will begin.  |
| □ | 30 Days to Notarize CPS Form | Once the Liaison approves your signed Application, the liaison will provide you with a CPS Form to be notarized. The form must be returned within 30 days from the day your signed Application was approved.  |
| □ | Schedule Immediately **after** completing Online Application | The Liaison will provide you with Fieldprint Instructions to successfully schedule your fingerprint Appointment. Schedule the Fieldprint appointment **only if the Liaison has approved your signed Application**.  |
| □ | Return within 30 Days  | Return the original Notarized CPS form to your Liaison within 30 days.  |
| □ | 45 Day Grace Period for Training | Schedule and attend VIRTUS: Protecting God’s Children Training within 45 days from the day the Liaison approved your signed forms.  |

**Liaison Name: Liaison Email: Liaison Contact #: ( )**

**Information to Know**

***National Center for Safety Initiatives* (NCSI):** runs the electronic background check screening. Results are completed within 2-7 business days. **On occasion, NCSI may need to verify information to continue with the background check screening process. NCSI will contact you directly by email. If the information is not received within 30 days of the original submission date, the screening request will be cancelled.** You may contact NCSI by email verification@ncsisafe.com or their toll-free number is 1-866-996-7412.

***Fieldprint*: Employee Fingerprint:** Employees should only schedule with Fieldprint when your Employee Online Background Check Application has been approved by your Liaison. Request Fingerprint Instructions from your Liaison. **If you have previously completed a fingerprint check for our Diocese, you are not required to undergo another fingerprint check.**

***Central Registry Form CPS* must be Notarized:** Coordinate with your Liaison to have the form notarized. **Do not sign the form before appearing in-person before the notary.** Return the original notarized form to your Liaison. **You have 30 days to return the CPS form to your Liaison.**

**To avoid delay or disqualification of the CPS form, review the Avoid Common Errors:** <https://www.arlingtondiocese.org/uploadedfiles/cda/pages/child_protection/child_protection/background_check/common_cps_form_errors.pdf>