

FOUR STEPS TO BECOMING A VIRTUS CLEARED VOLUNTEER WITH THE ARCHDIOCESE OF WASHINGTON

Step 1 – Visit www.VirtusOnline.org and set up an online account. Click on the link below to see detailed instructions on how to create a Virtus online account.

[How to Create a Virtus Online Account](#)

Step 2 – While creating your Virtus online account, register for a live training course called “Protecting God’s Children for Adults” and attend the 3-hour class. Be sure to bring a valid ID with you to the class. At the training, you will receive a book and a certificate from the instructor that will verify that you have completed the course. Send a copy of that certificate to the school office.

May Robinson, Virtus Coordinator
St. Mary’s School of Piscataway
13407 Piscataway Road
Clinton, MD 20735
or e-mail it to school@smsp.school

Step 3 – Complete an ADW Virtus application and submit it to the school office.

[ADW Virtus Volunteer Application](#)

Step 4 – Complete this Livescan Pre-Registration application and submit it to a Department of Public Safety and Correctional Services approved fingerprinting center and have your fingerprints taken for a thorough FBI background check. Be sure to bring a valid ID with you. It important to use the Agency Authorization #: 9000016616 and ORI #: MD0044557 to ensure that background check reaches the Archdiocese Child Protection & Safety office.

[Approved Fingerprinting Centers](#)

[Livescan Pre-Registration Application](#)

Once your fingerprints have been approved and cleared, you will receive a notification from May Robinson, the Virtus Coordinator for St. Mary’s School of Piscataway. You will be cleared to participate in all school events, field trips, and activities.

Thank you for committing your time and talents to serve the students and families at St. Mary’s School of Piscataway. Your contributions invaluable!