

CHILD AND YOUTH PROTECTION COMPLIANCE FORM  
SCHOOL EMPLOYEE

Name \_\_\_\_\_ Date of hire \_\_\_\_\_

School \_\_\_\_\_ City \_\_\_\_\_

- I understand that by signing the Disclosure and Authorization Form, I give my consent to the Diocese of Camden to do a background check on me.
- I understand that within 3 days of my date of hire, I will make an appointment to be fingerprinted for the New Jersey Department of Education (DOE). I made my appointment on this date \_\_\_\_\_ and my fingerprint date is \_\_\_\_\_.
- If I have been employed at another New Jersey K-12 school before being hired at this school, I may be eligible for the archive process and will not have to be re-fingerprinted. The school safe environment coordinator (SEC) will tell me if I am eligible. If I am, the date that I completed the archive process is \_\_\_\_\_.
- If I am currently a substitute at another New Jersey K-12 school, I do not need to be re-fingerprinted but I will go through the transfer process. The date that I completed the transfer process is - \_\_\_\_\_.
- I understand that I am responsible for printing my DOE Applicant Approval Employment History (clearance letter) and will bring that in to the SEC within two weeks of being fingerprinted or archived or transferred. My deadline is \_\_\_\_\_.
- I understand that the Diocese of Camden requires all adults in regular contact with minors to complete a safe environment training session called VIRTUS® Protecting God's Children. I am required to attend a PGC session within 60 days of initial contact with students. My deadline is \_\_\_\_\_.
- I created my VIRTUS® account on this date \_\_\_\_\_ and I notified the SEC that I did this. I completed VIRTUS® PGC on this date \_\_\_\_\_. I understand that I will bring a copy of my certificate of attendance to the school SEC.
- I understand that if I have not successfully completed my background check through the DOE AND have not completed VIRTUS® PGC within 60 days of my date of hire, I may be suspended without pay until these are both completed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Pick  
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