

## Chicago Archdiocesan Vocation Association (CAVA)

Instructions for **Safe Environment** compliance:

ALL CAVA members are considered **volunteers**.

1. Have you done the background check through the Archdiocese of Chicago?  
If NO – go to Eapps [https://www.eappsdb.com/Login.asp?ORGZ\\_KEY=18](https://www.eappsdb.com/Login.asp?ORGZ_KEY=18)  
To create your volunteer account and profile, go to:  
[https://www.eappsdb.com/Registration.asp?ORGZ\\_KEY=18&PAGE=REG\\_PAGE&ORIGIN=OUTSIDE](https://www.eappsdb.com/Registration.asp?ORGZ_KEY=18&PAGE=REG_PAGE&ORIGIN=OUTSIDE)

NOTE: If you are going to take the Virtus Training,

**\*\*\* ATTENTION APPLICANTS \*\*\***

Select as the 'Primary' site the location at which you currently serve (or will serve)

for the majority of your volunteer work or where you are (or wish to be) employed.

\*Primary Parish / School / Agency: (Currently None Selected) [Open the Site Search](#)

Choose Pastoral Center as the site. Then add an additional site if you are also affiliated with a parish or another site listed on the system.

\*Access Code: **protection** [More Information](#)

*password*

\*Please  Archdiocese of Chicago  **?** Religious Community Member/ Religious  
Select One: Community Sponsored Employee or Volunteer

\*Type of Application:  Employee  Volunteer  Contractor/Temp

\*User ID:  (See note below)

**Make sure you keep a record of your User ID and password!!!**

\*Password:  (See note below)

\*Retype Password:

\*First Name:

Middle Name:

**Please use these guidelines for entering name:**

**Enter full legal name as it appears on the driver's license**

**Enter only one name in the first name field**

*Last Name: <input type="text"/>	<input type="checkbox"/> Do not enter prefixes in the first name field (example: 'Mr.', 'Dr.', 'Sister', etc)
	<input type="checkbox"/> Do not enter suffixes in the last name field (example: 'Sr.', 'Jr.', 'III', etc) Suffixes may be entered on the 'Main Application' screen after registration is complete.
	<input type="checkbox"/> Enter double last names with a hyphen in the last name field (example: "Smith Johnson" should be entered as "Smith-Johnson")
	<input type="checkbox"/> Any <b>spaces</b> in the last names must be removed (example "Van Halen" should be entered as "VanHalen")

\*Date of   
Birth: **mm/dd/yyyy**

\*Date of   
Birth:(again) **mm/dd/yyyy**

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or the site administrator.

Personal  ?  
Email:

Personal   
Email  
(again):

- If you have a Virtus certificate from the Chicago Archdiocese or another diocese (Protecting God's Children), please mail a copy to Sr. Lovina Pammit  
OFR/CAVA  
835 N Rush St.  
Chicago, IL 60611-2030

OR scan or take a photo and attach a copy to your email to Sr. Lovina at [cava@archchicago.org](mailto:cava@archchicago.org).

## TRANSFER Virtus Info

If you will be serving mainly in Chicago, you need to call Virtus at **1-888-847-8870** to authorize the transfer of your records to the Chicago archdiocese.

## NON-Virtus program

Do you have a certificate from a safe environment training from another diocese but it's not Virtus? Please send a copy to Sr. Lovina. The Office for the Protection of Children and Youth (OPCY) will need to check what further steps need to be taken on a case by case basis.

## Priests and Praesidium

The Archdiocese of Chicago requires that priests and Brothers take the Virtus training (Protecting God's Children) even if you've gone through Praesidium.

### 3. CANTS – Child Abuse and Neglect Tracking System

Every year, this form has to be filled in and a copy must be kept by the CAVA Coordinator. To ensure that Sr. Lovina has a copy, please do not send to DCFS after filling out the form. Please send the completed form to Sr. Lovina and she will send the original to DCFS herself.

<https://protect.archchicago.org/documents/351902/352075/CANTS+EN/2f5aaa82-3196-4ccf-a838-b5541b9f8f75>

### 4. Code of Conduct:

<https://protect.archchicago.org/documents/351902/352075/Code+of+Conduct+%28EN%29/6e9f2c76-88c2-4d06-b439-a8c80a5db343>

If you have not read the Code of Conduct please click on the link above to read the document. Then print the signature page (there's a different form for volunteer or priest), sign, then either mail to

Sr. Lovina Pammit  
OFR/CAVA  
835 N Rush St.  
Chicago, IL 60611-2030

Or scan (or take a photo) and attach to your email [cava@archchicago.org](mailto:cava@archchicago.org)

### 5. To maintain an active account with Virtus, you are required to read the monthly bulletin. You will receive an email alert from Virtus.