

**Policy Regarding Completing Monthly VIRTUS® Online Bulletins
– per Archdiocese of Cincinnati**

All persons who have attended a VIRTUS® Protecting God’s Children Training Session must keep up with the continuing education component of VIRTUS® by reading all monthly VIRTUS® Training Bulletins. If a person falls behind by three or more Bulletins (whether in consecutive months or not) he / she must “catch up.” If the same person does catch up, but then falls behind by three or more Bulletins a second time, the cleric, employee or volunteer will need to attend another VIRTUS® live Training Session before he / she can have further contact with children. The Office of Safe Environment will send out reminder e-mails on or about May 1, 2014 and again on or about June 1, 2014 to all persons who are three or more VIRTUS® Bulletins behind asking them to “catch up” with their reading. All persons who are still behind by three or more Bulletins as of July 1, 2014 will be suspended in VIRTUS®. No suspended person can have any contact with children until after he / she attends a new VIRTUS® live Training Session, has his / her VIRTUS® User Account reactivated, and then “catches up” with all previously unread Bulletins.