SafeParish FAQs

Background Check Requirements

Parish employees need to do the SELECTION online background check, be physically fingerprinted, and complete a B4 form upon initial hire within the Archdiocese of Cincinnati AND before having any contact with children.

School employees need to do the SELECTION online background check, be physically fingerprinted, and complete a B4 form upon initial hire within the Archdiocese of Cincinnati. **All school employees including ODE licensed employees will need to have physical fingerprints retaken periodically per the Ohio Department of Education regulations.**

If individuals are NOT fingerprinted by SELECTION and the location would like for their subsequent fingerprint results to be entered into their SafeParish account, the Safe Environment Office will need to receive those results directly from the 3rd party (the fingerprint operator), ODE, BCI, FBI, etc. The Safe Environment Office will not accept fingerprint results from the individual.

Volunteers only need the SELECTION online background check.

For the Archdiocese of Cincinnati, the background checks only need to be completed once – they do NOT expire. However –

All school employees including ODE licensed employees will need to have physical fingerprints retaken periodically per the Ohio Department of Education regulations.

Registering on SafeParish

You only need to register once on SafeParish. When registering, please use the same personal information you used in VIRTUS to make sure your background checks and VIRTUS training are imported to SafeParish. Once your account has been created in SafeParish, you can always make changes to your personal information. Further information can be found by downloading AoC SafeParish Registration.

Completing the SELECTION Online Background Check on SafeParish

If you haven't NOT previously done the SELECTION online background check through VIRTUS, you can complete this background check by downloading the Background Check and Training - SafeParish and following the instruction. If you are using tokens, the tokens will ONLY work if the location which gave you the token matches your primary location in your SafeParish account.

Certificate of Training

Log into your SafeParish account and click on the Training Tab. Click on the 'Completed' link to see a link to print your Certificate of Attendance.

Forgot Password and /or Username

Log in to your account using your Username. If you don't have a password or you forgot your Username or password, click on the 'Forgot Password?' link in the Login section and follow the directions.

Making Changes in SafeParish

Changes to your SafeParish account can be made by clicking on My Account after logging in to your SafeParish account. Should you need to add a location or add/change your role, primary location, etc. click the 'Edit Orgs/Role' link.

Role Definitions

A9 Information Only/College Student – person who is ONLY interested in seeing what SafeParish is about and does NOT volunteer or work within the Archdiocese of Cincinnati OR a college student who is student teaching in an Archdiocese of Cincinnati school.

Candidate for Ordination – a male who is enrolled in the seminary to become a priest.

Deacon – a male who has gone through training to become a permanent deacon.

Educator – person who is an Ohio Department of Education licensed teacher.

Employee (Diocesan/Eparchial) – person who works in the Archdiocese of Cincinnati Pastoral Center (Cincinnati, Dayton, Sidney) offices.

Employee (Parish/Parochial) – person who is paid, including stipends, by the location.

Priest – male who is an ordained Priest or Religious Order Brother or Priest.

Volunteer – person who is NOT paid.

Outside contractor – person who is paid by another company to do work at the location.

Quarterly Bulletins

All volunteers and employees (unless otherwise exempted) are required to complete SafeParish quarterly child protection bulletins to remain compliant with the continuing education requirements of the Decree. All users will be notified when quarterly bulletins are issued and will have 30 days from the date of issue to complete the bulletin. Missing one quarterly bulletin will result in your account being non-approved and you will not be able to volunteer or work with youth. Missing 6 quarterly bulletins will require that you complete the SafeParish child protection training before your account will be approved. To complete your quarterly bulletin, go to the Training Tab and click on the 'Due' link to see which bulletins are due and their due date.

To see Training sessions you have already taken, click on the 'Completed' link where you can see the training bulletin, the date it was completed.

"What is New at AoC SafeParish" emails

This is an email which is sent out every Tuesday listing articles that are being posted on the www.aocsafeenvironment.org website. These articles are NOT mandatory reading but are encouraged as their content has valuable information regarding child protection. These articles do NOT replace the required quarterly bulletins.

More information can be found by clicking SafeParish.