



151 Gropp Avenue Hamilton, NJ 08610

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www.srsnj.org

Inspired by Faith

Empowered by Knowledge

United by Community

Here at Saint Raphael School, the safety of all of God's children is of the utmost importance. As a Diocesan school, all Volunteers/Chaperones who come in contact with children, are required to be VIRTUS Trained and Fingerprinted. This includes PTA volunteers, chaperones for class trips, Room Parents, etc.

VIRTUS Training can be done In Person at local parishes, or online. If you prefer to do the training online, please contact Midge Cassarini at Faith Formation to schedule the class, at 609-585-0542 or mcassarini@srhap.org. Online courses take between 75-90 minutes. To schedule an In Person VIRTUS Training class, please use the following link : <http://www.virtusonline.org/virtus/>. Create a User ID and password, and it will then display 6 boxes. Choose the "Current Training" box and select register for a training course. Please choose Trenton, NJ (Diocese) as the Organization. It will display a list of training dates and locations for you to choose from. Once your VIRTUS Training is completed, please provide a copy of your certificate to the School Main Office.

All volunteers must be fingerprinted. You will schedule your appointment for fingerprinting through the Virtus website. After signing in, choose the box titled, "Background Check." You will be directed to choose a date and location convenient for you. If prompted for the Contributor's Code, please write TRE126. Please be sure to keep your receipt and provide a copy to the School Main Office. This is the proof that you were fingerprinted and **you will be reimbursed for any fees associated with this process**. In two weeks, you will need to print out a copy of your certificate and provide a copy to the office. Go to [Criminal History Review](#), click on Applicant Approval Employment History and enter your DOB and SSN. Your certificate will load. You can print it or download and email it.

If you have already undergone VIRTUS Training and Fingerprinting within the last 4 years, if you have chosen to Buyout of Service for the 2023-2024 School Year, or if you are unsure of your status, please contact the Main Office. If you have any questions, please contact Jennifer Peoples in the Main Office for assistance at 609-585-7733 or jennifer.peoples@srsnj.org or Midge Cassarini at 609-585-0542 or mcassarini@srhap.org .

Thank you and God Bless.

Accredited by

