



CERTIFICATE OF COMPLIANCE

As indicated in the Catholic Charities Health & Human Services' Policy entitled "Child Sexual Abuse Training (8.01.01), all employees are required to attend an initial Virtus training session and are expected to read articles provided twice a month on-line during their first year following attendance at the initial training program. As such, employees are to have read 24 articles during the year following their attendance at the initial awareness training session.

The policy further states that if an employee does not have computer access, it is the responsibility of the Director to provide copies of the on-line articles to read so they can comply with the requirement of reading these 24 articles in the year following their attendance at the initial awareness training session.

In the case of an employee who is not able to access and complete the on-going training on-line, the Policy requires a signed certification by the employee and the Director that this requirement has been met through reading print copies of the articles.

Please complete, sign and date the form below:

Initial Awareness Training

I attended my initial Virtus Awareness Training Session on: _____ at the
(Date)
Following location: _____
(Site/location where training was provided)

On-Going Training

My signature below is to certify I have read the initial 24 Virtus training articles provided in print form.

Staff Name (please print) _____

Staff Signature: _____ Date _____

I certify with my signature below that this staff member has attended the Initial Awareness Training and has read the initial 24 Virtus training articles provided in print form.

Director's Signature: _____ Date _____

Location: _____

FAX COMPLETED CERTIFICATE OF COMPLIANCE WITH SIGNATURES TO:

KRISTI COOCH
Training Department/CCHHS
(216)-334-2938