



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA

Instructions to Obtain PGC Certificates

Protecting God's Children Program (PGC)

The Protecting God's Children program is a virtual training that includes videos and question and answer segments. All clergy, employees, or volunteers who interact with children are required to attend. Currently Protecting God's Children

1. Please visit <https://www.virtusonline.org/virtus/>
2. Select the " Finish the Registration " button
3. Select  " Begin the registration process "
4. Using the dropdown arrow select " Allentown Diocese " (Diocese)
5. Click " yes " if you have previously registered with Virtus. Select " No " if you are not sure.
6. Create a username and password, please keep these for future trainings
7. Please fill in all *items. Do not select " No " you must have an email address to do the virtual training.
8. Please select the primary location you will be volunteering/employed
 - Please select at least one primary role you perform at this location**
 - Please select any additional roles you perform at this location**
 - Please enter your actual title or position of service**
9. Select " Yes " if you are associated with any other diocesan locations, " No " if you are not.
10. Please answer the four questions on the next page, by selecting " Yes " or " No "
11. Please print and read the documents on the next page, select " I have read and understand the document ", name and the date, select continue.
12. On the next page Select " Only Online Spanish Training " then click the " Continue Button "
13. Have you already attended a VIRTUS Protecting God's Children training? Select " Yes " or " No "
14. If you selected " No " please select the language you would like to take (English or Spanish).
15. Your home page will open, please click on You have 1 online training, then click on " I have completed this training "
16. Thank you for registering for Virtus Online.
17. Upon completion, please sign out. After 72 hours sign back in to your account and print or take a picture your certificate and give to your supervisor or Local Safe Environment Coordinator. Certificate can be found under training history. 
18. The following roles will be assigned monthly online readings on the Virtus website:

Priests	Deacons	Seminarians	Principals	K of C with Squire Programs
DRE/CRE	LSEC	Coaches	Youth Ministers	Prep/CCD Teachers
Employees	Teachers			