


**DIOCESE OF ALLENTOWN**  
OFFICE OF CATHOLIC HEALTH,  
HUMAN SERVICES, AND YOUTH PROTECTION  
*OFFICE OF THE SECRETARY*  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA 18105-1538

## 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, and volunteers must complete training.

1. Please visit <https://www.virtusonline.org/virtus/>
2. Select the **"First-Time Registrant"** button
3. Select  **"Begin the registration process"**
4. Using the dropdown arrow select **"Allentown, PA (Diocese)"**
5. Click **"yes or no"** 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 Email,"** you must have an email address to do the virtual training.
8. **In this step, DO NOT select the location of your training session - you will pick that later.**  
Please select the primary location you will be volunteering/employed at.  
**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 this document," fill in your name and the date, select continue.**
12. On the next page **Select "Online Training" or "Online Spanish Training,"** then click the **"Continue Button"**
13. Have you already attended a VIRTUS Protecting God's Children Session? select **"Yes" or "No"**
14. Registration is now complete. Your home page will open, The "Current Training" box will say; **You have 1 online module assigned**, click on the words to start your training.
15. Online Training Modules page will open, click on **"Protecting God's Children Online Awareness Session 4.0"**
16. You have reached the end of this training. Would you like to close this window? Select **"yes"**
17. Click on the **"Home"** tab.
18. Then click on **"Training History"**
19. Click on the tiny **Certificate Icon**, found under training history. Print or email certificate to the location you will be volunteering or employed. Be sure to have pop-up blockers off.

