

## **VIRTUS TRAINING**

To view, a list of upcoming workshops go to [www.virtusonline.org](http://www.virtusonline.org). Keep in mind that any of these training expire in five years.

First training - PGC: Must attend this three-hour live training workshop before any volunteer work. To register: must create an account, complete background check online (Via Fastrax), accept the Code of Conduct and choose a workshop through [www.virtusonline.org](http://www.virtusonline.org). This training will expire in five (5) years.

Second training –KPA: This 1st refresher live training is an hour and a half and must be completed within twelve (12) months from your 5-year PGC anniversary date. Please be aware that you will not be able to pre-register for KPA prior to your 5-year PGC anniversary date. If you fail to attend this live training within the 12-month grace period, the VIRTUS system will automatically assign and require you to attend another live PGC 3-hour workshop. There are no exceptions to this rule.

Third training – PGC 3.0 Online Module: This 2nd refresher training is a 45- 60-minute online module. This module will automatically be assigned once you have met the KPA 5-year anniversary date and will appear on your Virtus account. The training must be completed within two (2) months of the assignment date. If you fail to complete the training within the 2-month time frame, you will automatically be assigned to attend another live PGC 3-hour workshop. There will be no exceptions to this rule.

### **KPA and PGC 3.0 Online**

To register for any of these workshops you must log into your original Virtus account through [www.virtusonline.org](http://www.virtusonline.org) and follow the steps below:

Step 1: Update your account, Step 2: complete your background check online, only then it will allow you to register for a KPA workshop or to start the PGC 3.0 online module.

If you fail to complete step 1 (update account) or 2 (background check), you will not be able to view the list of KPA workshops or to register for the PGC 3.0 online training module.

For login/password information or need help to register, please contact us, we will assist you.