What if someone says they have taken a SET class before but I can’t find them in VIRTUS?

Minor & At Risk Adult Protection · https://missionsupport.archden.org/knowledgebase/what-if-someone-says-they-have-taken-a-set-class-before-but-i-cant-find-them-in-virtus/

It is possible that past trainings were not accurately recorded. In this case if alternate documentation of training can be located, the employee/volunteer should now create a VIRTUS account and local administrator can manually record the training. Options for alternate documentation:

- Copy of Certificate
- Signature on Class Sign in List – If location of class session and approximate year taken is known, OMAAP can look through archives for the sign in sheet and give credit.