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### Clearance Info (Required for Employees/Trip Chaperone, etc.)

#### **PA Criminal Background Check**

All Employees and Volunteers required to provide (\$8 fee for employees/no charge for volunteers).

<https://epatch.state.pa.us>

#### **PA Child Abuse Clearance**

All Employees and Volunteers required to provide and must complete the application using code provided by HFRCS (\$8 fee for employees/no charge for volunteers). Email [eileen.doyle@hfrcs.org](mailto:eileen.doyle@hfrcs.org) to obtain code.

<https://www.compass.state.pa.us/CWIS>

#### **Federal Fingerprint Check (FBI)**

All Employees required to provide. Volunteers not living in PA for past 10 years must provide.

<https://uenroll.identogo.com/> Use code: 1KG738 to register

#### **PA Disclosure Form**

This form is for volunteers only.

Form states that volunteer has been a resident of PA for the past 10 years consecutively.

Volunteers will need to be fingerprinted if they do not meet this requirement.

#### **Mandated Reporter Acknowledgement Form**

Volunteers/employees are provided with a Quick Reference Guide for reported suspected child abuse.

Acknowledgement form needs to be signed by volunteers and employees

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### Diocesan Safe Environment Training (Required for Employees/Regular Volunteers)

#### **Safe Environment Training**

This required class is held throughout the Diocese. Online registration required at the website listed. Look for “First Time Registrant” tab on the left side of screen to get started. You will be able search available classes before registering. Class lasts approximately two hours.

<http://virtusonline.org/virtus/>

#### **Mandated Reporter Training**

This class can be completed online. Register at the link provided to complete training which takes about one hour. You will be able to print a certificate of completion at the end of the course.

<https://learning.childyouthprotection.org/login/index.php>

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PLEASE send in copies of all necessary clearances for your file. QUESTIONS: [eileen.doyle@hfrcs.org](mailto:eileen.doyle@hfrcs.org) 215-269-9600