CLEARANCES REQUIRED For EMPLOYEES & VOLUNTEERS (TRIP CHAPERONES, ETC.)

Note: Clearances 1-3 must be renewed every five years in accordance with State and Archdiocesan policies. The school must have a copy of clearances on file.

CLEARANCES	VOLUNTEERS	EMPLOYEES
1. PA Criminal Background Check epatch.pa.gov/home Once you have completed the Record Check, please click on "Certification Form" to print a copy of the certificate.	Required – no fee	Required – Fee $22.00
2. PA Child Abuse Clearance https://www.compass.state.pa.us/CWIS Create an "Individual Account" to access the application. If you already have an account (for renewal), use your existing login credentials, and click on "Individual Login".	Required – no fee	Required – Fee $13.00 Select "School Employee Governed by the Public-School Code"
3. PA Disclosure Form This form is required for volunteers who have been residents of PA for the past 10 years. **OR** **Federal Fingerprint Check (FBI)** https://uenroll.identogo.com/ Required for volunteers who have not been residents of PA for the past 10 years and for employees. Schedule an appointment. When accessing the "unofficial" results via email, make sure you can print because the unofficial result can only be accessed once.	Required for volunteers who are residents of PA for the past 10 years. Required for volunteers who are not residents of PA for the past 10 years. Fee: $26.20 Use code: **1KG6ZJ** to register	Not Applicable Required - Fee: $26.20 Use code: **1KG6TR** to register
4. Mandated Reporter Acknowledgement Form Print and submit the completed form. See the Quick Reference Guide for reported suspected child abuse.	Required	Required

DIOCESAN SAFE ENVIRONMENT TRAINING REQUIRED For EMPLOYEES & <u>REGULAR VOLUNTEERS</u>*

*Regular Volunteers' frequency of volunteering is at least once a week.

TRAININGS	VOLUNTEERS	EMPLOYEES
5. Protecting God's Children (Safe Environment Training Part 1) This training is held at a location throughout the Diocese. Register for a class via http://virtusonline.org/virtus/ Look for the "First Time Registrant" tab on the left side of screen to get started. You will be able to search available classes before registering. Training is approximately two hours.	Required for Regular Volunteers	Required
6. Mandated Reporter Training (Safe Environment Training Part 2) This training is completed online: https://learning.childyouthprotection.org/login/index.php Register/Create an account and complete the training, which takes about one hour. You will be able to print a certificate of completion at the end of the course.	Required for Regular Volunteers	Required

QUESTIONS? Contact the school's Safe Environment Coordinator: michelle.mangapit@hfrcs.org 215-269-9600