

# REQUIRED CLEARANCES *and* DIRECTIONS TO OBTAIN THEM

<http://childyouthprotection.org/index.php/staff-volunteers>

## **ALL VOLUNTEERS: Full-time, Part-time, One-Time Only**

*(Clergy, Parish Staff, Parish Leadership & Councils, Parish Volunteers, Sacristans, CYO Volunteers, Coaches, Assistant Coaches, Chaperones, Teachers, Facilitators, Teacher Aides, Classroom Assistants, Event Hosts, Family & Youth Volunteers, Babysitters...)*

**THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS.**

### **STEP 1: PA State Police Criminal Record Check**

- Can be obtained online at <https://epatch.pa.gov> with results available within a few minutes.
- Click on “Record Check” under the heading on that page to begin the process.
- **The “No Record Found” page is not acceptable:** Only a full page, COMPLETE certificate of clearance, with the imprinted seal is acceptable. **Follow through to the end of the process to print out this certificate, with the seal.**
- A copy of this clearance must be on file in the Parish Office.
- Renewal is required every five (5) years.

### **STEP 2: PA Department of Public Welfare Child Abuse Clearance Check**

- Click on the following link and follow the directions for applying for a Child Abuse Clearance:
  - <https://www.compass.state.pa.us/cwis/public/home>
- You will receive your *Child Abuse Clearance* in your home U.S. mail. *Be careful to look for this as it comes in a very non-descript envelope.*
- Only the sealed Child Abuse Clearance Certificate is acceptable.
  - **This process takes several weeks.**
  - **A copy of this Clearance must be on file in the parish office.**

Renewal is required every five (5) years.

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### **STEP 3: Federal Criminal Background Check**

- As of December 2014, a Federal background check is required for all employees. All volunteers **who do not live in the State of Pennsylvania or have lived outside of PA during the past ten years must also**
  - This includes college students who are or have attended college out-of-state.
- Information on how to obtain your FBI Clearance is available at <https://uenroll.identogo.com/>
- The following are service codes needed to register:
  - o **1KG6TR** is the code for (PDE) Pennsylvania Department of Education (non-public schools)
  - o **1KG6ZJ** is the code for (PDE) Pennsylvania Department of Education **Volunteers**.
- Renewal is required every five (5) years.
- If you have **NOT** lived outside of PA during the last ten years, and are applying to volunteer for any period of time, you are required to have a **Disclosure Statement Application for Volunteers** on file.
  - o This can be obtained at:
  - o <https://childyouthprotection.org/index.php/staff-volunteers/checks-and-clearances>
- Once on this site, go to the menu box on the right hand side that is titled “Forms”. The last option is for the **Disclosure Statement Application for Volunteers**.
- Your FBI Clearance or a *Disclosure Statement Application for Volunteers* must be on file in the Parish Office.

### **STEP 4: SAFE Environment Session**

- Follow this link to register for the next available SAFE Environment Session, available at various locations around the Archdiocese of Philadelphia:
  - o [https://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=18461&theme=0](https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0)
- Proof of attendance to a SAFE Environment Session must be on file in the Parish Office.

### **STEP 5: Mandated Reporter Clearance**

- This can be obtained at: [www.childyouthprotection.org](http://www.childyouthprotection.org)
- **Once you complete the Mandated Reporter Session online, notify the Parish Office Office by sending your Certificate of Completion** (*along with your reservation for the SAFE Environment session you will be attending, if you have not already attended a SAFE Environment Session*).

### **STEP 6: Please keep copies of all items for future reference.**