

# VOLUNTEER CLEARANCE INFORMATION

## ATTENTION ALL VOLUNTEERS:

### Required Background Checks:

Archdiocesan policy requires ***“All Volunteers”*** who have *any possible contact* with children to obtain background checks. This includes chaperoning of field trips. For your convenience, we have listed the clearance requirements. You can review the Archdiocesan policy at <http://childyouthprotection.org/index.php/staff-volunteers/information-for-volunteers> The Archdiocesan policy supersedes any information listed below.

The required background checks are as follows:

#### 1. PA State Police Criminal Record Check\*

The background check can be obtained online at <http://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Please print & forward a copy of this certificate to the school office ATTN: Marie Weyback. ***Renewal is required every 5 years.***

#### 2. PA Department of Public Welfare Child Abuse Clearance Check\*

The background check can be obtained online, with results usually available within 14 business days. <https://www.compass.state.pa.us/cwis/public/home>

If not available in 14 business days, please call 877-343-0494 for assistance.

Please print and forward a copy of this certificate to the school office ATTN: Marie Weyback. ***Renewal is required every 5 years.***

#### 3. Federal Criminal Background Check (FBI fingerprinting) \*\*

\*\* ***This is only required if you have not lived in Pennsylvania within the past ten years.***

1. Go to <https://uenroll.identogo.com/>
2. The service code is **1KG6Y3** this is the code for (PDE) Pennsylvania Department of Education (**VOLUNTEER**).
3. Click on *Schedule or Manage Appointment* and complete the required information.
4. Pay the required fee
5. Once you are fingerprinted, you will be given a UEID number that you will need to bring to Bishop Shanahan. Bishop Shanahan will obtain the **official** results. We can not accept the **unofficial** results obtain by the applicant.

***Renewal is required every 5 years until 10 year Pennsylvania residency has been met.***

#### 4. Disclosure Statement:

<http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf>

Please print, sign and forward the disclosure statement to the school office ATTN: Marie Weyback.

#### 5. **Required Safe Environment Training (2 Parts):**

Please send both certificates of completion to the office ATTN: Marie Weyback

**Safe Environment Part I: Protecting God's Children** (in-person)-provides basic facts about child sexual abuse and the adults' roles in prevention.

To register go to:

[http://www.virtusonline.org/virtus/registration\\_2.cfm?rt\\_blnk=1&nolog=1](http://www.virtusonline.org/virtus/registration_2.cfm?rt_blnk=1&nolog=1)

***Please note:*** As of July 1, 2011, there was an update to our training class regarding technology. Please find the ***Addendum to the Standards of Ministerial Behavior & Boundaries (Information & Communication Technology) brochure*** which is located ***below***. Volunteers who attended the Safe Environment Class prior to this date are required to read this ***Updated material & sign the Acknowledgement Form*** titled "Information and Communication Technology Addendum. ***This document MUST be signed by volunteer and sent to the Attn: Marie Weyback.***

#### **INFORMATION & COMMUNICATION TECHNOLOGY FORM (Page 5)**

#### **Safe Environment Part II: Mandated Reporting of Suspected Child Abuse** (on-line)

Effective December 31, 2014, the Pennsylvania Child Welfare Laws changed the procedures for reporting suspected child abuse. This training is ***mandatory*** for all volunteers. This training is now available on-line through the Office for Child and Youth Protection website:

<http://www.chilyouthprotection.org> under "Training Institute"

Once you have completed the online training, please print the completion certificate. Please send the certificate of completion to the office ATTN: Marie Weyback.

**NOTE:** Please direct all questions to [OCYPTraining@adphila.org](mailto:OCYPTraining@adphila.org) or 215-587-2466 concerning difficulties with any of the on-line training modules.

\* These two clearances ***Must be updated every five (5) years***. This is the responsibility of the volunteer to keep these clearances current with the school office at all times.

If you have any questions regarding these required clearances, please contact: Marie Weyback

***Thank you to all of our Volunteers for all that you do!!!!***