**Clearances for Volunteers as Legally Required by the State and Training as Required by the Archdiocese**

**A copy of all clearances and training certificates must be submitted to the SJN Safe Environment Coordinator (SEC) *prior* to volunteering with children in any capacity including but not limited to CYO Coach, Coaching Assistant, PREP Instructor, Little Children’s Church School Monitor, etc. Coaches: CYO Information link -** [**http://cyophilly.com/**](http://cyophilly.com/)

**A. SAFE ENVIRONMENT TRAINING (*2* PARTS)**

☐**1. Classroom Component**-must sign up for a class by registering at **virtusonline.org**. or use this link: <https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0>

 “Safe Environment Part I: Protecting God’s Children” provides basic facts about child sexual abuse and adults’ roles in prevention.

***You must give the school the signed white copy of the Ministerial Behaviors/Tech Addendum form that you will receive at the class. A card will be sent from the Archdiocese to SCJN indicating you attended the class.***

☐**2.** **Mandated Reporter Online Component**-must sign up by registering at **childyouthprotection.org.** or use this link: <https://learning.childyouthprotection.org/login/index.php>

“Safe Environment Part II: Mandated Reporting of Suspected Child Abuse” provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws.

***You must print out the certificate and submit a copy to SEC after you completed the online workshop.***

**B. REQUIRED BACKGROUND CHECKS (Clearances) – Renewal is required every 5 years**

 ☐**1. PA State Police Criminal Record Check**

Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Double click on the Control# to get the certificate with the seal.

***You must submit the SEC a copy of the certificate.***

For the Pennsylvania Criminal Background Check there is now a yellow button on the main page that says New Record Check with the words volunteers only in red to the right, clicking there allows for volunteers to run their check free of charge.

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

 Can be obtained online through the Department of Public

Welfare:  <https://www.compass.state.pa.us/CWIS>. You must set up a user name and password; save both as they are needed to access the document later.

For the Pennsylvania Child Abuse History Clearance, when completing online via the Compass site, as long as the individual has identified him/herself as a volunteer when they begin the application, the fee will be waived.

***You must print out the certificate and submit a copy to the SEC.***

 Can take 2 weeks to receive (most print immediately)

 ☐**3. Federal Criminal Background Check or a Disclosure Statement Application**

1. A Federal background check is also required for non-school employees and all volunteers who do not live in PA or have lived outside of PA during the past 10 years. [www.pa.cogentid.com](http://www.pa.cogentid.com). (*Choose Department of Human Services option*)

**You must give the SEC a copy of the form you will receive once your fingerprints have been processed.**

1. A **Disclosure Statement Application** is required for all volunteers who have been a resident of Pennsylvania during the entirety of the previous ten-year period. <http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf>  - please print, sign & return to SEC (witness may be spouse or any other adult who can attest to the truth of your signed disclaimer).

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