

# **REQUIRED CLEARANCES FOR VOLUNTEERS**

## **PA State Police Background Check**

- Free for volunteers.
- File online at <https://epatch.state.pa.us/> by clicking “Record Check”
- Results available within a few minutes. Please follow through to the end of the process to print certificate.
- Please return Response for Criminal Record Check with the imprinted seal to the Religious Ed Office.
- Renewal required every 5 years

## **PA Child Abuse Clearance**

- Free for volunteers.
- File online at <https://www.compass.state.pa.us/cwis/public/home> by clicking “Create Individual Account”
- Results take a couple weeks and there are choices available to receive the certificate electronically through your email and/or by regular mail.
- Please return the Pennsylvania Child Abuse History Certification printed form to the Religious Ed Office.
- Renewal required every 5 years

## **Federal Criminal Background Check**

- Payment is made at the time of fingerprinting.
- Go to <https://uenroll.identogo.com/> to schedule an appointment for the background check. Enter Service Code: **1KG6ZJ** for volunteers, then “Schedule or Manage Appointment”
- Alternately, if you have lived in the state of PA consistently for the last 10 years, you may sign a disclosure statement for volunteers instead of the fingerprinting. Please sign Disclosure Statement Application for Volunteers and return to the Religious Education Office.

## **Safe Environment Training Workshop for Adults**

- You can register online at [www.virtus.org](http://www.virtus.org). Go to the “First Time Registrant”, and follow the prompts.
- If you have already attended this training, please provide us with the documentation.
- This workshop must be completed within the first 3 months of being at PREP with the children.
- Your signature on the Standards of Ministerial Behavior and Boundaries form must be returned to our office so that it can be filed with the other clearances.

## **Safe Environment Part II v2 : Mandatory Reporting of Suspected Child Abuse v2.0**

- Available online at <https://childyouthprotection.org/> Go to the “Training Institute” tab to register.
- Please return the Certificate of Completion to the Religious Education Office.