

St. Patrick Parish: Required Clearances for Volunteers

Parish, School, CYO & PREP

State and Federal Background Clearances

PA State Police Background Check

- Visit epatch.pa.gov/home
- Select 'New Volunteer Record Check'
- Enter the required information
(*organization name is 'Saint Patrick Parish'*)
- A link to your results will be emailed to you. Send a copy to the Parish Office. Please make sure to provide the certification form and not just the receipt.
- Must be renewed every 5 years; *free for volunteers*
- *Clearance is required prior to volunteering*

PA Child Abuse Check

- Visit <https://www.compass.state.pa.us/cwis/public/>
- Create Individual Account or login if you have a username/password from previous use. (*The Keystone ID is a username*)
- Submit the request
- A link to your results will be emailed to you. Send a copy to the Parish Office.
- Must be renewed every 5 years; *free for volunteers*
- *Clearance is required prior to volunteering*

FBI Fingerprint Background Check

Only for those volunteers who have NOT lived in the state of Pennsylvania continuously for the last 10 years

- Visit uenroll.identogo.com
- Enter the code: IKG6ZJ
- Select 'Schedule/Manage Your Appointment'
- Enter all required information to register and schedule an appointment: Employer Information: *Archdiocese of Philadelphia, 115 Channing Avenue, Malvern, PA 19355 (if asked)*
 - *Please Note: Appointments are highly recommended. If you choose to walk-in, please select the appropriate box.*
- You will receive an unofficial copy of your results to your email. Please submit a copy to the Parish Office. You may also submit a copy of the receipt. Must be renewed every 5 years; *cost is approximately \$23.85*
 - *Clearance is required prior to volunteering*

PA Volunteer Disclosure Form

Only for those volunteers who HAVE lived in the state of Pennsylvania continuously for the last 10 years

If this applies to you, please contact Julia to receive the form.

- Used in place of the FBI Fingerprint Background Check
- Read the PA Volunteer Disclosure Form and sign; please have a witness when signing the form
 - Must be renewed every 5 years

Safe Environment Clearances

Part 1: Protecting God's Children (training only needs to be completed one time)

- Visit OCYP's website: childyouthprotection.org
- Select 'Staff and Volunteers'; 'Required Trainings'; On the right side, under 'To Register for Trainings', select 'click here'
- You will be re-directed to 'virtusonline.org', 'Start Registration', >>> Create a username and password >>> Register for a training
- Upon completion, please log back into Virtus and print the certificate of completion. Submit a copy of the certificate and the signature page for the Standards of Ministerial Boundaries and Behavior/Communication and Technology Addendum to the Parish Office. You will receive the signature page at the end of the training session. If you complete the training through a Zoom session, the certificate and signature page will be mailed to the Parish Office.
- *Both the Certificate of Completion and Signature Page are required before volunteering.*

Part 2: Mandatory Reporter Training (training only needs to be completed one time)

- Visit OCYP's website: childyouthprotection.org
- Select 'Training Institute', 'Register Now' and create a username and password
- Log in and select 'Online Trainings' >>> 'Safe Environment Part II: Mandated Reporting of Suspected Child Abuse' >>> 'View Training' to begin
- After completing the 3 module training, go to 'My Training Profile', 'Certificate of Completion' and download or print the certificate of completion
- Submit a copy of the certificate to the Parish Office
- *Certificate of Completion is required before volunteering.*

Checklist of Required Clearances

- ___ PA Criminal Background Check (Required prior to volunteering; updated every 5 years)
- ___ PA Child Abuse Clearance (Required prior to volunteering; updated every 5 years)
- ___ FBI Fingerprint Background Check (less than 10 years in PA; required prior to volunteering; updated every 5 years) **OR** PA Volunteer Disclosure Form (for those in PA continuously for 10 years; required prior to volunteering; updated every 5 years; if this applies to you, please contact Julia)
- ___ Safe Environment Part I: Protecting God's Children certificate of completion (Required prior to volunteering; complete only once)
- ___ Signature page for Standards of Ministerial Boundaries and Behavior/Communication and Technology Addendum (Required prior to volunteering; received upon completion of Protecting God's Children training session)
- ___ Mandatory Reporter Training certificate of completion (Required prior to volunteering; complete only once)

Submit all questions and copies of clearances to :

Julia Goldschmidt, Director of Parish Services/Safe Environment Coordinator

jgoldschmidt@stpatrickmalvern.org

610-647-2345

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