

Required Background Checks:

Archdiocesan policy requires all parish, school and Archdiocesan Pastoral Center staff to obtain background checks. The required background checks are as follows:

1) PA State Police Criminal Record Check

The background check can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Renewal is required every 3 years.

2) PA Department of Public Welfare Child Abuse Clearance Check

The form can be obtained online at

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/>

Volunteers must attach a copy of the results of their PA State Police Criminal Check to their Child Abuse Clearance form. Renewal is required every 3 years.

3) Federal Criminal Background Check (FBI fingerprinting check)

Effective July 1st 2015, the state of PA requires all new school employees to have a Federal background check. 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 two years. Information is available online at www.pa.cogentid.com

4) Required Safe Environment Training

All clergy, as well as staff and volunteers of the Archdiocese of Philadelphia who have regular contact with children (at least one time per week) must complete the following training requirements:

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

Attendance is expected within 90 days of hire. To register go to:

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

*Please note: As of July 1, 2011, the **Technology Addendum** training module is included in the Safe Environment Protecting God's Children training. Staff and Volunteers who attended prior to this date are required to complete this training module. Please see the OCYP website for more information.*

6) Safe Environment Part II: Mandated Reporting of Suspected Child Abuse

(on-line)-provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. This training is mandatory for all new clergy, as well as staff and volunteers who began service after December, 2011 or who did not take the training in-person. This training is now available on-line through the OCYP website at www.childyouthprotection.org under "Training Institute".

PLEASE NOTE ALL LINKS AND INFORMATION CAN BE OBTAINED ON www.childyouthprotection.org under tab "staff & volunteers" drop down tab "checks & clearances"