Mother of Divine Grace Interparochial School

2612 East Monmouth Street

Philadelphia, PA 19134

Subject: Safe Environment Clearance **CHECKLIST** for Employees / Volunteers / Contract Employees

From: Mrs. Jane Lockhart, Principal

 All individuals 18yrs. and older who may come in contact with children must be in compliance with PA STATE LAW and ARCHDIOCESEAN REGULATIONS. Further, **it is MDG SCHOOL POLICY** that all individuals must be cleared ***PRIOR* to** beginning their service at MDG.

 **Apply** for and then **submit to MDG** the following Criminal Background Checks:

\_\_\_**FBI Criminal History (Fingerprints)** – register at **uenroll.identogo.com** Enter Service Code# **1KG6TR for**

 **employment, or #1KG6Y3 for volunteer,** click Select/Manage Appointment, enter info, select fingerprint

 location. Pay at fingerprint location by credit card only. Bring photo ID. For Volunteers who have lived in

 PA **less than** 10 yrs. a fingerprint check is required. *Submit copy of your fingerprint submission receipt to us.*

\_\_\_**PA State Police Criminal Check** – apply at **epatch.state.pa.us**

 FREE for “New Record Check (Volunteers only)”, check box at bottom of next screen, then Accept, and

 proceed. ***Print***  *the Certification Form from the Record Check Details screen.*

\_\_\_**PA Child Abuse Clearance** – apply at **compass.state.pa.us/cwis**

 FREE for volunteers. Click ‘Create Individual Account’. Create your own Keystone ID, enter info, proceed.

  ***COMPLETE*** *the following Forms, and Training, then submit copies of Certificates to MDG*:

\_\_\_**Disclosure Statement Application (for Volunteers** OR Employment**) - a 2 page** document which follows this

 form. Have someone **witness** your signature, then submit. *Sign and submit the form* ***that applies*** *to you,*

 **do not** submit both.

\_\_\_**Attend a “Protecting God’s Children Awareness Session for Adults”** – register at **virtusonline.org**

 Click ‘First Time Registrant’, find the session you want, click ‘Begin the Registration Process’.

\_\_\_**Signed “Standards for Ministerial Behavior” Acknowledgement form** – submit white copy. You receive

 this form when you attend the “Protecting God’s Children Awareness Session”

\_\_\_**Technology Addendum Training** – included in the “Protecting God’s Children Awareness Session”

\_\_\_**Mandated Reporter Training** – complete online at **childyouthprotection.org** on main screen select

 Training Institute, then Register. ***Print*** *Completion Certificate at end of training session.*

\_\_\_**Mandated Reporter Acknowledgement form** – follows this form. Complete after reading the brochure

 “Mandated Reporting” found at **ocyp@archphila.org**

\_\_\_**ACT 126 Training Certificate** – go to [**www.pdesas.org**](http://www.pdesas.org) to log on to PDE’s Standards Aligned System (SAS) to

 Register for an account, choose “my SAS” upper right, select PD Center then Course Catalogue for Act 126.

 **Select the TRACK that matches your position.** For **all paid school positions,** including Lunch Moderators.