

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

From: SKS Parish Safe Environment Administrator

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 SKS PARISH POLICY** that all individuals **must be** cleared **PRIOR** to beginning their service at SKS.

Please print out this INSTRUCTION CHECKLIST, along with the 4 pages that follow.

Apply for, then **submit copies** to SKS, of the following Criminal Background Checks:

___ **FBI Criminal History (Fingerprints)** – register at <https://uenroll.identogo.com> Service Code **1KG6TR** for **employment, 1KG6ZJ for volunteer or 1KG738 for PreK**, click Select/Manage Appointment, select fingerprint location. Pay when fingerprinted by credit card only. Bring photo ID. Volunteers who have lived in PA **less than 10 yrs.**, a fingerprint check is required. **Submit copy of your fingerprint submission receipt to us.**

___ **Disclosure Statement Application (for Volunteers OR Employment) - a 2 page** document. Have an adult **witness** your signature. **Sign and submit the form that applies to you.** Keep a copy for yourself. Forms are found at <https://sksphila.org/volunteer-information>

___ **PA State Police Criminal Check** – apply at <https://epatch.pa.gov/home> Check box at bottom of next screen, then select Accept, and proceed. **Print the Certification Form from the Record Check Details screen.**

___ **PA Child Abuse Clearance** – apply at <https://www.compass.dhs.pa.gov/cwis> Click ‘Create Individual Account’. Create your own Keystone ID, enter info, proceed. Keep record of your sign on and PIN for this account.

COMPLETE the following Training and Forms, then submit copies to the SKS Rectory:

___ **Attend a “Protecting God’s Children Awareness Session for Adults”** – register at <https://virtusonline.org/virtus> 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 <https://childyouthprotection.org> on main screen select Training Institute, then Register. **Print Completion Certificate at end of training session.**

___ **Mandated Reporter Acknowledgement form** – If your training was prior to 2015 complete this form located at <https://sksphila.org/volunteer-information> AFTER reading the brochure “Mandated Reporting” also found at <https://sksphila.org/volunteer-information>

___ **ACT 126 Training Certificate** – go to 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.

KEEP RECORD OF YOUR SIGN-ONS and PINs TO MAKE YOUR RENEWAL PROCESS EASIER NEXT TIME.