Safe Environment Requirements - Employees

Archdiocesan policy requires **all church personnel*** to obtain background checks. All background checks and clearances must be obtained *prior* to beginning work/service, including employed minors 14-17 years old.

Background Check and Clearance Requirements as follows:
All three clearances must be renewed every 5 years (60 months).

1. Federal Fingerprint Background Check (FBI) https://uenroll.identogo.com

   The following are service codes needed to register for all current and/or prospective **school / parish employees:**
   1KG6TR is the code for (PDE) Pennsylvania Department of Education Educators/Staff (non-public schools)
   1KG738 for Child Care Services/Program Employee/Contractors 18 and over (this includes all parish employees)
   1KG756 for Employees 14-17 year olds that have contact with children (use for Minors only)

2. Pennsylvania State Police Criminal Background Check: **https://epatch.pa.gov/home**

3. Pennsylvania Child Abuse History Clearance: **compass.state.pa.us/CWIS**

Training Requirements are as follows:
All church personnel and volunteers who have regular contact with children must also complete the following training. This does NOT include minors ages 14-17:

1. Safe Environment Part I: Protecting God's Children
   ○ To register or post-register please go to VIRTUS.org
2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse
   ○ Must be completed on-line through the OCYP website at childyouthprotection.org under "Training Institute".

These trainings are only for adults

Minors must also obtain an FBI fingerprint check unless all of the following conditions are met:
- The individual has been a Pennsylvania resident for the entirety of the previous 10 years.
- If the individual has not been a Pennsylvania resident during the entirety of the previous 10-year period but has received and provided a FBI fingerprint check.
- The individual and the individual's parent or legal guardian swears or affirms in writing that the individual has not been convicted of any of the crimes or equivalent crimes in any other jurisdiction listed under the Child Protective Services Law that would disqualify an individual from employment involving contact with children.
- All applicable background checks for minors must be obtained every 5 years from the date of the last background check.

*"Church Personnel" includes any priest, religious, deacon, pastoral minister, employee, school employee, parish employee, and contract employee. This includes any individuals 14 years of age or older applying for or in a paid position as an employee having direct contact with children.

*For more information, please visit **https://childyouthprotection.org** or call **215-587-2466**.*

Safe Environment Requirements - Volunteers

Volunteers who may have any possible contact with children must also obtain background checks. All background checks and clearances must be obtained **prior** to beginning work/service. Minors under the age of 18 who are volunteering are **NOT** required to obtain background checks.

Background Check and Clearance Requirements as follows:
All three clearances must be renewed every 5 years (60 months).

1. Federal Fingerprint Background Check (FBI) https://uenroll.identogo.com

   The following are service codes needed to register for all current and/or prospective **school / parish employees:**

   1KG6ZJ is the service code needed to register for all current and/or prospective parish/school volunteers.
    - OR -
   Disclosure Statement Application for Volunteers (*If Pennsylvania resident for 10 continuous years*).
2. Pennsylvania State Police Criminal Background Check **https://epatch.pa.gov/home**
3. Pennsylvania Child Abuse History Clearance **compass.state.pa.us/CWIS**

Training Requirements are as follows:

All church personnel and volunteers who have regular contact with children must also complete the following training. This does NOT include minors ages 14-17:

1. Safe Environment Part I: Protecting God's Children
   - To register or post-register please go to VIRTUS.org
2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse
   - Must be completed on-line through the OCYP website at childyouthprotection.org under "Training Institute".

These trainings are only for adults