PREP/VBS VOLUNTEERS

Archdiocesan policy requires all church personnel to obtain background checks. 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.

1. **PA State Police Criminal Background Check** (Good for FIVE years): https://epatch.pa.gov
    - YOUR RECEIPT IS NOT YOUR CERTIFICATE. PLEASE CLICK "CERTIFICATION FORM."
2. **PA Child Abuse Clearance** (Good for FIVE years): http://www.compass.state.pa.us/cwis/public/home

As of July 15, 2015 the Child Abuse & Criminal Clearances are FREE for all volunteers.

3. **Federal Criminal History Record** (FBI Fingerprints): Identogo
    - If you have lived in PA for **LESS than 10 years**, you must get fingerprints done.
        - Click on: Schedule or Manage Appointment Parish/School Code: **1KG6ZJ** Educator/Staff Code: **1KG6TR** Pre-K & CARES Staff: **1KG738**
    - If you have lived in PA **for the past 10 years**, you must sign a disclosure statement.
4. Attendance at **"Protecting God's Children - Awareness Sessions for Adults"**
    - Upcoming training sessions are listed here: Virtus Online: https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

5. Signed **“Standards for Ministerial Behavior” Acknowledgement Form**: Acknowledgement form given to you at the session.
6. **Technology Addendum Training**: This is included in “Protecting God’s Children” **after 7/1/11**.
    - If you took this class **prior to 7/1/11**, you must read the Addendum Brochure and let Mrs. LeeAnne Kaminski know that you have read it. Mrs. Kaminski will send you a form to sign and return to her so that it can be placed in your file.
7. **Mandated Reporter Training II**: This Training was updated as of 2/25/2015
    - If your certificate is dated prior to 2/25/2015, you must take the updated training course at: http://learning.childyouthprotection.org Click on "Register Now," then, click on "Staff or Volunteers."
8. **PA Omnibus Act 24 Form**: You must sign an “Arrest/Conviction Report and Certification” form. https://www.pa.gov/content/dam/copapwp-pagov/en/education/documents/educators/background-checks/arrest%20or%20conviction%20form.pdf

Until these clearances are completed, you will be considered "inactive" in service to the youth of our parish and you will NOT be permitted to return until your documentation is received. As soon as the requirements are completed, you may resume your ministry to the children of our parish. We appreciate all that you do. Thank you for your cooperation in gathering this information.

If you have any questions, please call Mrs. LeeAnne Kaminski at 610.363.6530 x152 or email at clearances@sspj.net.

Updated: 2/12/2025