



St. Cecilia School and Rectory

Clearance Check List

Name: _____

Position: _____

Phone: _____

Email: _____

Check one: ___ Volunteer ___ Employee

(Return check list with clearances)

All individuals (Employee & Volunteers) 18yrs. and older who may come in contact with children must be in compliance with PA STATE LAW and ARCHDIOCESEAN REGULATIONS. Further, **it is ST. CECILIA'S PARISH POLICY** that all individuals must be cleared **PRIOR** to beginning their service at SCS or Parish. *Please note: PA State, Child Abuse, FBI & Act 126 must be updated every 5 years.

Please print out this INSTRUCTION CHECKLIST to ensure you have completed all necessary clearances
Apply for, then submit the ENTIRE packet to ST Cecilia Safe Environment Coordinator

Required Criminal Background Checks:

___ **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.

___ **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. A finger print check is required for ALL **Employees Must apply and Volunteers who have lived in PA less than 10 yrs.** **Submit copy of your fingerprint submission receipt to us.**

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

___ **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. childyouthprotection.org Found under staff & Vol then checks and clearances

___ **Mandated Reporter Acknowledgement form** – follows this form. Complete after reading the brochure “Mandated Reporting” found at childyouthprotection.org

___ **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.**

EMPLOYEES MUST COMPLETE

___ **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.

The safety of the children is very important to us and we take these directives very seriously. Without all the above clearances and certificates on file, you will not be permitted to begin your assignment at our institution. All the above takes time to complete and process, so we ask that you please do not wait until the last minute to begin the process. If you have any questions, please feel free to contact **Lisa Hnat tuition/safe environment coordinator at 215-725-2201** or via email at lisa.hnat@stceciliafc.org.