



**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> for information on codes please visit: <https://childyouthprotection.org>**
2. Pennsylvania State Police Criminal Background Check  
**<https://epatch.state.pa.us/Home.jsp>**
3. Pennsylvania Child Abuse History Clearance  
**<https://www.compass.state.pa.us/CWIS>**
- 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.

**Provisional Employees:**

- May be employed for a single-period not to exceed 90 days if:
  - The applicant has applied for all clearances and provided copies of completed forms
  - Employer has no knowledge of information that would disqualify applicant
  - Applicant submits employment disclosure form
  - Applicant is not permitted to work alone with children; must work near permanent employee

**Training Requirements are as follows:**

All church personnel and volunteers who have regular contact with children must 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 [www.VIRTUS.org](http://www.VIRTUS.org)*
2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse
  - *Must be completed on-line through the OCYP website at [www.childyouthprotection.org](http://www.childyouthprotection.org) under "Training Institute".*

**Minors under the age of 18 are not permitted to complete the training.**

\*"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.



**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 and/or forms must be renewed every 5 years (60 months).*

1. Federal Fingerprint Background Check (FBI)
  - *If not Pennsylvania resident for 10 continuous years*  
**<https://uenroll.identogo.com> for information on codes please visit: <https://childyouthprotection.org>**  
OR
2. Disclosure Statement Application for Volunteers
  - *If Pennsylvania resident for 10 continuous years*
3. Pennsylvania State Police Criminal Background Check  
**<https://epatch.state.pa.us/Home.jsp>**
4. Pennsylvania Child Abuse History Clearance  
**<https://www.compass.state.pa.us/CWIS>**

**Provisional Volunteers:**

- No provisional status for Pennsylvania residents
- Volunteers who reside in another state or country may serve on a provisional basis for no more than 30 days while the Pennsylvania State Police, the Department of Public Welfare, and/or the FBI are processing the background checks, so long as they provide clearances from their state or country of residence.

**Training Requirements are as follows:**

All church personnel and volunteers who have regular contact with children must complete the following training:

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

**Minors under the age of 18 are not permitted to complete the training.**