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# INFORMATION FOR EMPLOYEE COMPLIANCE IN THE DIOCESE OF PITTSBURGH

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MID MON VALLEY PARISHES  
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# PARISH EMPLOYEES

BELOW IS A SUMMARY OF THE STEPS FOR EMPLOYEES COMPLIANCE TAKEN FROM THE DIOCESE OF PITTSBURGH WEBSITE.

WORDS IN BLUE ARE INTERNET LINKS THAT WILL TAKE YOU DIRECTLY TO THE WEB PAGE IT REFERENCES IF YOU ARE READING THIS ON A COMPUTER THAT IS ONLINE.

If you need assistance at any time, call Helena at 724-258-7742. You can schedule an appointment at any rectory in the Mid Mon Valley Grouping for assistance in completing these steps.

All parish employees must complete the following steps.

1. [Safe Environment Database/PA State Police Clearance/Code of Pastoral Conduct/Child Protective Services Law](#)
2. Child Abuse History Clearance
  - a. [Complete Paper Application](#) and [Release Form](#)
  - OR
  - b. [Complete online Application](#)
3. **FBI Clearance**

Parish Employee - Use code 1KG756  
Preschool/Child Care Services Employee - Use code 1KG738
4. Protecting God's Children: [On-line Class](#) or [Live Class](#)
5. Mandated Reporter Training
  1. Are you listed on [Appendix D?](#) If Yes, see the next step.  
If No, you are not required to complete the next step.
  2. [On-line Class](#) or [Live Class](#)

# Instructions to apply to the Safe Environment Database

1. Log on to the website for the Diocese of Pittsburgh at [www.diopitt.org](http://www.diopitt.org).
2. In the top of the page in the middle you will see link for “Child Protection”. Click on this link and scroll to the middle of the page and click on “Compliance” and then click on “Parish Employees”.
3. On the next page click  
[Safe Environment Database/PA State Police Clearance/  
Code of Pastoral Conduct/Child Protective Services Law](#)

Click the link in the middle of the login page where it says, “First time users are asked to [click here](#) to register and create a User ID/Password in order to complete the application.”

4. You will now be on the “New User Registration” screen, and all fields will require entry except the email address, which is optional. **Please read the following steps before you continue.**
5. In the “Primary Site” field, select the parish or school where you do most of your employment, volunteering or ministry.
6. This will take you to the “access code field” where you enter the diocesan password. The Access code is **“PROTECT”**.
7. The “Type of Application” requires you to check whether you are an employee or volunteer.
8. The “User ID” field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The “Password” field is similar, and you will be asked to type it in twice. Write down your User ID and Password for future reference.
9. In the “First Name” and “Last Name” fields, type in your name as it appears on your driver’s license. In the “Date of Birth” field, type your date of birth in the **mm/dd/yyyy** format. You will be asked to type it in twice.
10. Click the **“Submit Registration”** button. You should receive a message that you have successfully registered your user name and password. **At this time the application is not complete. Please continue with step 11.**
11. Click on the underlined link where it says, “Please [click here](#) to login and continue your application”

## How to apply for a Child Abuse History Clearance

[a. Complete Paper Application](#) and [Release Form](#)

OR

[b. Complete online Application](#) - The links are on the [www.diopitt.org](http://www.diopitt.org) website or can be obtained from your Safe Environment Coordinator.

## For the FBI Clearance

You can register with the link on the [www.diopitt.org](http://www.diopitt.org) website or type in <https://uenroll.identogo.com/>.

Following are fingerprint sites in the area with the hours the sites are opened.

### Bethel Park

[IdentoGO](#)

[4607 Library Rd](#)

[Ste 220](#)

[Bethel Park, PA 15102-6909](#)

#### Hours:

Monday - Friday: 09:00 AM - 01:30 PM & 02:00 PM - 05:00 PM

Saturday: 11:00 AM - 01:00 PM

This Enrollment Center is located in the plaza beside Sheetz, inside the store "Back Office Plus"

### Uniontown

[IdentoGO](#)

[114 Walnut Hill Rd](#)

[Uniontown, PA 15401-5090](#)

#### Hours:

Monday - Friday: 10:00 AM - 05:00 PM

Saturday: 10:00 AM - 01:00 PM

Located between Kelly's Nails and Sweet Frog In the shopping plaza with 'Save A Lot'

### Washington

[IdentoGO](#)

[1500 W Chestnut St](#)

[Washington Crown Center Ste 744](#)

[Washington, PA 15301-5869](#)

#### Hours:

Tuesday & Thursday: 09:00 AM - 12:00 PM & 12:30 PM - 05:00 PM

The enrollment center is located at Caring Mission Home Care, inside the Washington Crown Center Mall, Ste 744, across from the Antique Mall store.

**APPENDIX D**  
**Individuals Required to Obtain**  
**Online Mandatory Reporter Training by Ministry**  
**(includes the equivalent of these positions)**

- Altar Server – Adult
- Athletic Coach/Volunteer
- Bus Driver
- Cafeteria Worker
- Catechetical Administrator
- Catechist
- Catechist Aide
- Catholic Committee on Scouting Leader/Volunteer
- Chaperone
- All Clergy and Religious
  - Deacon-Permanent/Transitional
  - Diocesan Bishops
  - Diocesan Priest Incardinated in the Diocese and on Assignment or Retired in the Diocese
  - Diocesan Priest not Incardinated in the Diocese, on Assignment or in Residence in the Diocese
  - Seminarians
  - Religious Men and Women on Assignment in the Diocese
- Childcare Giver (e.g. cry room, pre-/afterschool program, babysitter, etc.)
- Music Ministry Staff, Paid and Volunteer
- Parish Nurse
- Parish Safe Environment Coordinator
- Parish Social Minister
- Pastoral Associate/Minister
- Pastoral Healthcare Minister
- Playground Monitor
- Preschool Administrator/Aide
- Sacristan Trainer – Youth Altar Servers and/or Lectors
- School Employees
- School Volunteers
- Youth Ministry Volunteers

The Table on the left lists all Ministries and paid positions that require individuals to obtain Mandated Reporter Training.

There will be no more live opportunities until next fall of 2020. [On-line Class](#) will be available until then.

Please call Helena at 724-258-7742 for assistance if needed.