



DIOCESE OF ALLENTOWN
OFFICE OF SAFE ENVIRONMENT

VOLUNTEER SAFE ENVIRONMENT REQUIREMENTS CHECKLIST

Revised July 2020

Do all volunteers of a childcare service, school, program, activity, or service responsible for a child's welfare or volunteers having direct contact with children have the following?

- 1. **Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (less than five years old, recheck 5 years after clearance date)
- 2. **Pennsylvania Child Abuse History Certificate** (less than five years old, recheck 5 years after clearance date)
- 3. **Federal Bureau of Investigation Criminal Background Fingerprint Check** (18+ years old) (less than five years old, recheck 5 years after clearance date) ****Note: Cogent results may not be accepted****
- 4. **Signed Acknowledgment form for Diocese's Sexual Abuse Policy** (dated December 6, 2016)
- 5. **Signed Acknowledgment form for Diocese's Code of Conduct** (dated November 20, 2018)
- 6. **Protecting God's Children attendance certificate** (18+ years old)
- 7. **Certificate from Mandated Reporting Training** (18+ years old) (dated 2015 or later, then good for 5 years)
- 8. **Acknowledgement Form for Child Protective Services Law (CPSL) Policy** (18+ years old)
- 9. **Motor Vehicle Report** – if driving on behalf of the Diocesan location (good for 5 years)

Procedures:

- Obtain **Pennsylvania State Police Criminal Record Check** with yellow button at <https://epatch.state.pa.us>.
- Obtain the **Pennsylvania Child Abuse History Certificate** at <https://www.compass.state.pa.us/cwis/>. Fee-waived codes are available to all volunteers.
- Register for fingerprints at <https://uenroll.identogo.com> with using a credit card or payment code obtained from Local Safe Environment Coordinator (LSEC). During registration, set appointment for scanning at a nearby public site. Print registration, take it to the appointment, and provide final receipt to the LSEC. Note: heat from copying the slip receipt may deteriorate the print on it.
- Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese.
- Sign and date the Diocese of Allentown's **Code of Conduct** and **Sexual Abuse Policy Acknowledgment** Forms. These policies can be reviewed at: <http://www.allentowndiocese.org/the-diocese/youth-protection/>.
- Attend a **Protecting Gods Children Workshop** and submit a copy of the certificate of attendance.
- Complete the **Mandated Reporter Training** at www.reportabusepa.pitt.edu. Print certificate of completion. Other certificates may be acceptable if they are less than five years old. Please check the website www.keepkidssafe.pa.gov, for other acceptable programs. In-person training is provided by the Diocese at a small cost for materials. Dates are listed on the Diocese's website.
- Review the Diocese of Allentown's Child Protective Services Law Policy (Poster) and sign the acknowledgement form.
- Submit all the above documents to the Local Safe Environment Coordinator as soon as possible.