



SCHOOL EMPLOYEE CLEARANCE PACKET (not for preschool use)

Holy Family Parish and Holy Family School strictly adhere to the policies set by the
Diocese of Allentown and the State of Pennsylvania.

**Please save all usernames and passwords you create when logging into these sites.
You may need them to log back in. Please DO NOT TURN IN Partial packets.**

Name: _____ Email: _____

Position: _____

Child Abuse Clearance

To obtain a Child Abuse clearance go to: <https://www.compass.state.pa.us/cwis/public/home>

Volunteers: We can accept a Child Abuse clearance you have already obtained if it is dated within five years. Child abuse clearance fees for volunteers will continue to be waived one time every 57 months.

Employees: Your certificate must state EMPLOYMENT as your certification process and be dated within one year.

State Police Criminal Record Check (PATCH)

To obtain this clearance go to: <https://epatch.state.pa.us/Home.jsp>

Volunteers: We can accept a PA State Criminal History Check you have already obtained if it is dated within five years. Volunteers can obtain a record check for free.

Employees: Your certificate must state EMPLOYMENT as your certification process and be dated within one year. We do not provide payment codes for school employees.

FBI Criminal Background Fingerprint Check

Complete the attached Diocese of Allentown Background Check Authorization Form. Fingerprinting instructions are attached. Once fingerprinted you will need to provide the receipt that you receive. We can accept a fingerprint you have already obtained if it is dated within one year and was processed under the correct service code. **In addition, after fingerprinting you will receive your "unofficial results" via email. You get ONE chance to open and view these results so be prepared to print them immediately or take a screen shot of it. After this you have to wait for the "official" results to arrive in the mail.**

Employees: Obtain PDE Fingerprints using service code 1KG6TR. We do not provide fingerprint payment codes for school employees.

NSOR (National Sex Offender Registry) Clearance

To obtain this clearance fill out the attached form and mail or email it in. It will take approximately two weeks to receive the actual clearance in the mail. Once received, provide a copy to the Safe Environment Coordinator.

4 Signed Acknowledgement Forms for:

Diocesan Code of Conduct, Sexual Abuse Policy, Child Protective Services Law and Social Media & Electronic Communications Policy

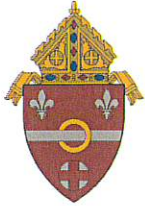
Go to: <https://www.holyfamilynazarethpa.com/safe-environment> to read the policies. Sign and return the attached acknowledgement forms. A copy of the Child Protective Services Law Policy is attached for your reference.

Protecting God's Children Training Session: See attached instructions. Please provide a copy of your completion certificate. If you have already attended a session you do not need to do it again.

Approximate Date: _____ Location: _____

Mandated Reporter Training: See attached instructions. There are two options listed for completing the Mandated Reporter Training. You either do the Zoom session through PA Family Support Alliance or the self led training through the University of Pittsburgh. Do one or the other; not both. Must be completed every 5 years. Please provide a copy of your completion certificate.

If you have any questions please email me at hfp23@rcn.com or call (610) 759-0870.



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

Background Check Authorization Form

Have you resided in the State of Pennsylvania for more than a year?

Yes _____ No _____

Does position require interaction with children? Yes _____ No _____

UEID _____

Location Type:

☐ Parish

☐ School

☐ Both

Diocesan Position:

☐ Contractor

☐ Employee

☐ Priest

☐ Religious

☐ Teacher

☐ Volunteer

PERSONAL INFORMATION - PLEASE PRINT

Full Name _____
Last First Middle

☐ Female

☐ Male

Alias(es) _____
Last First Middle

Race _____

Date of Birth: ____/____/____
Mm dd yyyy

Social Security Number _____
Employees Only

Current Address: _____
Street Address Apartment Number

City State Zip Code

Phone: _____ Email Address: _____

Diocesan Location _____
Site Name (IE St. Joseph) City (Bethlehem)

ACKNOWLEDGEMENT SIGNATURE

I hereby grant the Diocese of Allentown permission to complete a Criminal Background Check, to conduct a social security number verification, FBI fingerprinting and to complete a Motor Vehicle Check, if applicable. I consent to the Diocese following these procedures, making these inquiries and sharing this information with another Roman Catholic Diocese, as necessary.

Signature

Date

* Forward completed form to your Local Safe Environment Coordinator, or Janice Woolley, Audit & Training Supervisor, PO Box F, Allentown PA 18105.

* Parish /School must retain a copy of this completed form in the employee/volunteer's file.

PLEASE KEEP THESE INSTRUCTIONS FOR REFERENCE

DIOCESE OF ALLENTOWN

Instructions to Obtain Fingerprints for School

Employees

Go to the registration site: <https://uenroll.identogo.com/>

Enter your Service Code to get started

- **Employee** - **1KG6TR** for PDE Employee

Select Schedule or Manage Appointment.

During registration:

- You will be required to enter your personal information.
- Information marked with a red asterisk (*) is required.
- To receive a copy of your receipt by email, you must enter your email as your preferred form of contact. If you do not enter an email, no receipt will be sent to you.
- you will be asked to create a secret question. Please create a question-answer pair that is easy to remember but not common knowledge.

Record Your Secret Question Here

- You will be asked if your mailing address is the same as your residential address, please select **NO**. When the mailing address comes up, please enter, **PO Box F, Diocese of Allentown, Allentown PA. 18105**. Please enter your home address in the residential address area.

Payment Code

- You will be asked to enter your authorization/coupon/payment code (included on above label). The first 5 digits of the code should correspond to the service code that you used to start the registration process (in yellow above).
- Once you have finished entering your information, you can choose a fingerprint location by zip code. Select an appointment time and schedule your fingerprints.
- Print a copy of the confirmation to take with you to fingerprinting appointment AND for your records.
- You also may need your secret question during your appointment.
- At the time of your appointment you will receive a printed receipt, please give a copy to your location, keep the original for your files.
- An unofficial copy of your results will be sent to your email address, unless you don't have one. Your unofficial results are only available once, through a one-time use link. **Do NOT login with your phone** because the system doesn't allow letters pulled via mobile devices but it does count as your single login. Only use the link provided by IdentoGo when you are on a computer and have the ability to save and print it. Please keep this copy (either from email or regular mail) for your records.

PLEASE KEEP THESE INSTRUCTIONS FOR REFERENCE

APPLICATION: National Sex Offender Registry Verification

The following individuals must complete the National Sex Offender Registry verification application:

- Any individual 18 years or older residing in the child care setting where child care is occurring.
- Any individual working for a Regulated Child Care Provider.
- Any individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- Any volunteer of a child care provider, group day-care home or family child care home.

Type or print clearly in ink. Fill in all necessary fields on the application. Once completed, use one of the following three options to submit the application for processing:

1. Mail to the Clearance Verification Unit, ChildLine at the following address: Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170; **OR**
2. Scan the completed application and email to: RA-PWNSOR@pa.gov In the subject line list 'NSOR Verification Applicant Last Name (i.e., Smith); **OR**
3. Hand deliver to the Clearance Verification Unit lobby located at: 5 Magnolia Drive, Harrisburg, PA 17110 (Hillcrest Building number 53). Free parking is available in Lot C.

- Processing time is fourteen days from the date the application is received.
- Retain a copy of the completed application for your record. You may need a copy as proof of your submission for your employer.
- There is no fee for the National Sex Offender Registry verification letter.
- Refer all questions to the Clearance Verification Unit at 877-371-5422.

Purpose of the National Sex Offender Registry Verification (Check one box only)

- ☐ Individual 18 years or older residing in the facility where child care is occurring.
- ☒ Individual working for a Regulated Child Care Provider.
- ☐ Individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- ☐ Volunteer of a child-care provider, group-daycare home or family child care home.

Applicant Demographic Information (All fields required)

Full Name (Last, First, Middle Initial): _____

Social Security Number (XXX-XX-XXXX): _____

Date of Birth (MM/DD/YYYY): _____

Daytime Phone Number (XXX-XXX-XXXX): _____

Home Mailing Address: _____

Include full street address, (Apt # or PO Box if applicable), _____

City, State and Zip Code _____

E-mail Address: _____

I affirm the above information is accurate and complete to the best of my knowledge and belief, and submitted as true and correct under penalty of law per Section 4904 of the Pennsylvania Crimes Code.

Signature: _____

Date: _____



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

ACKNOWLEDGMENT/CERTIFICATION
DIOCESE OF ALLENTOWN
POLICIES AND PROCEDURES REGARDING 2022 CODE OF CONDUCT

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Code of Conduct. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Code of Conduct or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Code of Conduct and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

Date

Signature of Clergy/Religious/Employee/Volunteer

Location

Printed Name

OFFICE ADDRESS: 1515 MARTIN LUTHER KING JUNIOR DRIVE,
ALLENTOWN, PENNSYLVANIA 18102



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

ACKNOWLEDGMENT/CERTIFICATION
DIOCESE OF ALLENTOWN
2022 POLICIES AND PROCEDURES REGARDING ALLEGED SEXUAL ABUSE

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Alleged Sexual Abuse. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Alleged Sexual Abuse or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Sexual Abuse and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

Date

Signature of Clergy/Religious/Employee/Volunteer

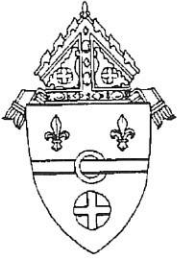
Location

Printed Name

OFFICE ADDRESS: 1515 MARTIN LUTHER KING JUNIOR DRIVE,
ALLENTOWN, PENNSYLVANIA 18102

ALLENTOWNDIOCESE.ORG | AD-TODAY.COM

Revised 1/31/2024



DIOCESE OF ALLENTOWN
Child Protective Services Law Policy
Acknowledgment Form

I hereby acknowledge that I have received a copy of the Diocese of Allentown's Child Protective Service Law Policy.

I have reviewed the Child Protective Services Law Policy and understand its contents, and the process that I must complete if I have reasonable cause to suspect that a child has been subjected to child abuse or acts of child abuse.

I further understand that the Diocese of Allentown has issued the Child Protective Services Law Policy for informational or guidance purposes only and that the Diocese does not intend for the Policy to create a contract or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Child Protective Services Law Policy, and it reserves the right to amend or interpret the Policy as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel or volunteer file.

(Date)

(Signature of Employee/Volunteer)

(Please print name)

Location (Parish/School/Office)

City



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OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

**ACKNOWLEDGMENT/CERTIFICATION DIOCESE OF ALLENTOWN
POLICIES AND PROCEDURES REGARDING 2022 SOCIAL MEDIA AND
ELECTRONIC COMMUNICATIONS**

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Social Media and Electronic Communications.

I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion. I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Social Media and Electronic Communications or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Social Media and Electronic Communications and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

Date

Signature of Clergy/Religious/Employee/Volunteer

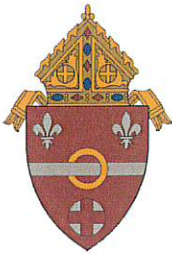
Location

Printed Name

OFFICE ADDRESS: 1515 MARTIN LUTHER KING JUNIOR DRIVE,
ALLENTOWN, PENNSYLVANIA 18102

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Revised 1/31/2024





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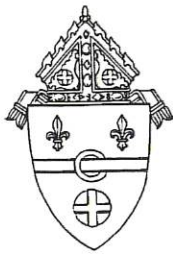
Instructions to Obtain PGC Certificates

Protecting God's Children Program (PGC)

The Protecting God's Children™ program is a virtual training that includes videos and question and answer segments. All clergy, employees, or volunteers who interact with children are required to attend. Currently Protecting God's Children is once and done.

1. Please visit <https://www.virtusonline.org/virtus/>
2. Select the **"First-Time Registrant"** button
3. Select  **"Begin the registration process"**
4. Using the dropdown arrow select **"Allentown, PA (Diocese)"**
5. Click **"yes or no"** if you have previously registered with Virtus. Select **"No"** if you are not sure.
6. Create a username and password, please keep these for future trainings
7. Please fill in all ***items**. Do not select **"No Email,"** you must have an email address to do the virtual training.
8. Please select the primary location you will be volunteering/employed
Please select at least one primary role you perform at this location
Please select any additional roles you perform at this location
Please enter your actual title or position of service
9. Select **"Yes"** if you are associated with any other diocesan locations, **"No"** if you are not.
10. Please answer the four questions on the next page, by selecting **"Yes"** or **"No"**
11. Please print and read the documents on the next page, **select "I have read and understand this document", fill in your name and the date, select continue.**
12. On the next page **Select "Online Training" or "Online Spanish Training,"** then click the **"Continue Button"**
13. Have you already attended a VIRTUS Protecting God's Children Session? select **"Yes" or "No"**
14. If you selected **"No"** please select the training you'd like to take (English or Spanish).
15. Your home page will open, please click on [**You have 1 online module assigned,**](#) to start your training.
16. Thank you for registering for Virtus Online.
17. Upon completion, please sign out. After 72 hours sign back in to your account and print or take a picture your certificate and give to your supervisor or Local Safe Environment Coordinator. Certificate can be found under training history. 
18. The following roles will be assigned monthly online readings on the Virtus website:

Priests	Deacons	Seminarians	Principals	K of C with Squire Programs
DRE/CRE	LSEC	Coaches	Youth Ministers	Prep/CCD Teachers
Employees	Teachers			



**DIOCESE OF ALLENTOWN
SECRETARIAT FOR CATHOLIC HEALTH,
HUMAN SERVICES AND YOUTH PROTECTION
Post Office Box F
Allentown, Pennsylvania 18105-1538**

Instructions to Obtain Mandated Reporter Certificates

Mandated Reporter Training

The Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training course is available online. All clergy, employees, or volunteers who interact with children are required to attend. Mandated Reporter Training expires every 5 years. Please keep your login information for future trainings.

1. Pa Family Support Alliance website: <https://pafsa.org/>
 - a. Click on "Trainings & Programs" at the top of the page
 - b. Select "Mandated Reporter Training"
 - c. Scroll down the page until you see "Upcoming Virtual Sessions at no cost"
 - d. Look for Virtual Sessions in (month), (click here)
 - d. Select a date and time that works for you
 - e. Fill in all the required boxes marked with * (an asterisk)
 - f. Select "Register"
 - g. You will receive an email with information and the Zoom link. The timeline varies with each instructor.
 - h. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.
2. University of Pittsburgh's website:
<https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx>
 - a. Fill out all required information (blue fields) to create an account.
 - b. Click "Submit" to create a username and password.
 - c. Login using your new credentials in the "Welcome" tab.
 - d. Complete the 3-hour (minimum) training course.
 - e. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.

Complete only one of these trainings. Not both.

* You keep this.



Child Protective Services Law

All persons (including volunteers) who come into contact with children at any time in the course of their work **are considered mandated reporters of child abuse** and are required by State Law to report to law enforcement authorities all cases of suspected child abuse.

Any person who willfully fails to report child abuse commits a crime and is subject to prosecution.

Persons having reasonable cause to suspect that a child has been subjected to child abuse, or acts of child abuse, shall report immediately to the following:

- If you suspect a child is in imminent danger from abuse,
PLEASE CALL 911 IMMEDIATELY.
- Please call the Child Abuse Hotline (24-hour): **1-800-932-0313**
- Please also complete the CY 47 form available from the County Children & Youth Services. It is to be filed within 48 hours of your call. The form is available for completion online at www.compass.state.pa.us/cwis or you may fax or mail the form to the appropriate Office of Children and Youth.
- Please call the Appropriate Office of Children and Youth Services:

Berks	610-478-6700	Bucks	215-348-6950
Carbon	570-325-3644	Luzerne	570-826-8710
Lehigh	610-782-3064	Monroe	570-420-3590
Northampton	610-829-4690	New Jersey	877-652-2873
Schuylkill	570-628-1050	Montgomery	610-278-5800
- The Pastor (or Board of Pastors of the Regional School)
- The Principal of the school
- Attorney Joseph A. Zator at 610-432-1900; please forward a copy of the CY-47 to Attorney Zator.
- If abuse occurs in a school setting, there may be additional reporting requirements. Please see your Principal. If the suspected perpetrator is the Principal, then see your Pastor, or the Superintendent of Education for the Diocese.

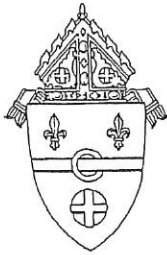
****Please document who you spoke to and when**

Anyone making a report is immune from civil or criminal liability provided a report is made in good faith.

**The Diocese of Allentown urges any questions
about the interpretation of the law be resolved in favor of reporting.**

Revised 05/25/2018

*You keep this.



DIOCESE OF ALLENTOWN

FLOW CHART FOR MANDATED REPORTERS

(Call 911 if the child is in imminent danger)

To make a report:

CALL ChildLine
1-800-932-0313

AND

Complete CY-47:

Form (PDF) can be found online at:

www.keepkidssafe.pa.gov

Click on Resources and then Forms.

Click on "Report of Suspected Child Abuse (CY-47)" to print form.

Complete all information on CY-47 as far as you are able. There may be questions you are not able to answer. **Please mail or fax the CY-47 within 48 hours to the Local County Office of Children & Youth as directed.**

OPTION -Electronic Reporting:

You may also complete the CY-47 and submit online at

www.compass.state.pa.us/cwis/public/home

You are required to create a Keystone ID in order to submit an electronic report. Complete all information on form as far as you are able. There may be questions you are not able to answer. A confirmation of the submittal will be sent by email. Please print a copy of the report before you exit the website.

Notes:

Keep copies of all your correspondence and a record of to whom you spoke. Contact Pam Russo, Secretary for Catholic Health, Human Services, and Youth Protection with questions about the reporting process at prusso@allentowndiocese.org or 610-871-5200, ext. 2204.

Inform person in charge:

Pastor, Board of Pastors, Principal,
Administrator, Secretary of Secretariat

Call/Fax Local Children & Youth Agency

After calling Childline, you have 48 hours to mail or fax a copy of the CY-47 to the Local County Office of Children & Youth

Call Attorney Joseph Zator

Email, Mail or fax the copy of CY-47 to Atty. Zator

Attorney Joseph Zator
4400 Walbert Ave.
Allentown, PA 18104
jzator@zatorlaw.com
(p) 610-432-1900, (f) 610-432-1707

Within 30-60 days, you should receive a letter from the Local County Office of Children & Youth that reports findings.

Email, Mail or fax copy of letter received to Atty. Zator