

Safe Environment Checklist and Instructions

All Volunteers are required to complete this process

Safe Environment Coordinator (SEC) - 412-381-0212 or safe-environment@smomp.org

For the Database and other links go to the Diocese of Pittsburgh website
www.diopitt.org/compliance

All of these links and documents can also be found on our parish website under the
Ministry tab at www.smomp.org/ministries/safe-environment

- ❑ **1 - Safe Environment Database/PA State Police Clearance/Code of Pastoral Conduct/Child Protective Services Law. Complete the Checklist in the Database:**
 - The instruction card (*attached to this checklist*) indicates how to access the Safe Environment Database – the access word for first time users is “protect”
 - Complete all the information requested in the online Safe Environment Database and submit it, including reviewing and digitally signing the documents for the *Code of Pastoral Conduct* and *Reporting Child Abuse and The Child Protecting Services Law for PA*

- ❑ **2 – Clearances – Apply and Obtain Pennsylvania Child Abuse History Certification (Renewal Required every 5 years)**
 - Obtain and complete both *Pennsylvania Child Abuse History Certification* application and the *Consent/Release of Information Form for the Pennsylvania Child Abuse History Certification*, so the clearance can be sent directly to our parish
 - Both can be found on the [diocesan](#) or our [parish](#) website, or obtained from the SEC
 - Sign them and send them to: ChildLine and Abuse Registry, Department of Human Services, P.O Box 8170, Harrisburg, PA 17105
 - No fee is required for Volunteers
 - *Alternatively, the SEC may give you a code and instructions to do this online*

- ❑ **3 - FBI Finger Printing or Waiver (Renewal Required every 3 years)**
 - **Waiver** - If you have lived in PA for the past 10 years, are not a paid parish employee, and have no criminal history, you can sign a Waiver and return it to the SEC
 - The Waiver can be found on the [diocesan](#) or our [parish](#) website, or obtained from the SEC
 - Sign and submit to the SEC
 - **Finger Printing** - If you do not qualify to sign the waiver (see above) you will need to be fingerprinted for FBI Clearance
 - Go to <https://uenroll.identogo.com> enter the Diocesan Code: **1KG756** and complete all the information in the registration process to set an appointment at one of the Identogo locations
 - Please note the closest location to our parish is Identogo 322 N. Shore Dr. Bldg 1B Ste 200, Pittsburgh, PA 15212
 - Take the required Identification you identified in the online application

- Pay with your own credit/debit card and submit receipt to our parish for reimbursement
- Submit Fingerprint Clearance to the SEC once you have received it

4 – *Protecting God's Children* class On-line or Live:

- Go to Diocese or parish website and choose either [On-line Class](#) or [Live Class](#) for Protecting God's Children
- Submit certificate to the SEC after taking the training

5 – If you are involved in a ministry that has direct contact with Children (check with the SEC or view the [ministry list](#) on our website to see if this is you) then you must also have Mandated Reporter Training On-line or Live:

- Go to Diocese website or parish website and choose either [On-line Class](#) or [Live Class](#) for Mandated Reporters
- Submit certificate to the SEC after taking the training

6 – Contact the Safe Environment Coordinator to verify that all the required items have been completed

Online Database Instruction Card

1. Log on to the website for the Diocese of Pittsburgh at www.diopitt.org
2. Click on "Protection of Children" at the top of the page.
3. Scroll down and click on the profile which best describes your ministry.
4. Scroll down and click on #1 - link to the Safe Environment database.
5. At the top of the login page, click on the underlined click here where it says, "If you do not have a user ID and password, please click here to register."
6. You will now be at the "New User Registration" screen, and all fields under this will require entry except for the e-mail address.
7. In the "Primary Site" field, select the entity where you do the majority of your work or ministry. The "Type of Application" requires you to check whether you are an employee or volunteer. 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.
8. This will take you to the "access code field" where you enter the diocesan password – the access password is *protect*
9. In the "First Name" and "Last Name" fields, type in your name as it appears on your driver's license. In the
10. "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. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.
11. Then, click on the underlined link where it says, "Please click here to login and continue your application."
12. At the Login Page, enter your User ID and Password, then click "Login." This will take you to the "Application Screen" for you to fill out your application.