

SAFE ENVIRONMENT REQUIREMENTS

All employees and volunteers of IHM must have the following background clearances and training. There are NO EXCEPTIONS.

STATE REQUIREMENTS

_____ PA State Police Criminal Background Check – www.epatch.state.pa.us/Home.jsp this background check comes back immediately.

_____ PA Child Abuse- www.compass.state.pa.us/CWIS

The PA Criminal and the PA Child Abuse clearances are **FREE** for volunteers. If you are an employee the Criminal is \$22.00 and the Child Abuse is \$13.00

_____ Federal Criminal History (FBI fingerprints) <https://uenroll.identogo.com/> The following are the codes needed to register

- **1KG6TR** is the code for (PDE) Pennsylvania Department of Education (NON –PUBLIC SCHOOLS)
- **1KG6Y3** is the code for (PDE) Pennsylvania Department of Education **VOLUNTEERS.**
- You should then click on *Schedule or Manage Appointment* and complete the registration.
- Payment is to be made at the time of the fingerprinting. No cash or personal checks are permitted.
- For fingerprint locations visit the website <https://idento.com/locations/pennsylvania>

Teachers of the Archdiocese and anyone working with the children that are paid employees (including CARES, Summer Camp, lunch monitors, maintenance men, etc...) must also do the State of Pennsylvania's Mandated Reporting. This is called ACT 126. To complete this go to www.pdesas.org select "register for account" on the upper right hand menu. Once logged in, choose "my SAS" tools from the upper right hand corner. Select PD Center then select Course Catalogue. Select ACT 126 from the drop down menu.

_____ **Disclosure Form** (either for employment or volunteers)

Note: If you are a volunteer and have not lived in the State of Pennsylvania for 5 years you must obtain fingerprints in order to volunteer in our school. This is a Federal law and the fingerprint process must be paid by you.

ARCHDIOCESE OF PHILADELPHIA REQUIREMENTS

_____ Attendance at “Protecting God’s Children – Awareness Sessions for Adults” – upcoming sessions are listed at www.virtusonline.org. You will register for this class on line and pick a session site of your choice. IHM is hosting a class on September 12th @ 6:30 pm. Class runs approximately 2 ½ hours. **NO CHILDREN UNDER 18 ARE PERMITTED TO ATTEND.**

This class takes care of three requirements which include Protecting God’s Children, Standards for Ministerial Behavior and the Technology training.

_____ Mandated Reporter Training is an **online class** that takes approximately 40 minutes to complete. To register for this class go to archphila.org- then to offices – go to A-C -scroll down to child youth and protection- click on that then go to staff and volunteers scroll down to required training and then look for Mandated Reporter On-Line Component (Part II) and click on the green letters that say “click on”. You will then register and a link will be sent to your email so you may do this at your convenience. When you complete the online class you will print a certificate at the end and will submit a copy of this along with your other clearances. Remember to write down your password in case you lose your certificate. This will help you to retrieve it if necessary.

Once you complete the Archdiocese of Philadelphia required training you will not have to do it again. It never expires and will be good if your child attends an Archdiocesan High School.

The State of Pennsylvania requires all clearance to be updated every 5 years.

Please keep a record of all of your clearances for yourself and only send copies to the Rectory Office. Any questions call Denise Schmidt @ 215-483-1000 Tuesday through Thursday 11am to 2 pm.