

St. John Neumann Parish strictly follows the Youth Protection requirements of the Archdiocese for parents and other adults who volunteer with children. <https://childyouthprotection.org>

A. SAFE ENVIRONMENT TRAINING (2 PARTS - must complete both)

1. **Classroom Component**-must sign up for a class by registering at virtusonline.org. or use this link: https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0
"Safe Environment Part I: Protecting God's Children" provides basic facts about child sexual abuse and adults' roles in prevention.
 - a. *You must provide the signed white Parish copy of the Ministerial Behaviors/Tech Addendum form which you will receive at the class to the Safe Environment Coordinator.*
 - b. *A completion certificate will be available online from the Archdiocese to SCJN indicating you attended the class. You must print and send a copy of the certificate to the Safe Environment Coordinator.*
2. **Mandated Reporter Online Component**-must sign up by registering at childyouthprotection.org. or use this link: <https://learning.childyouthprotection.org/login/index.php>
"Safe Environment Part II: Mandated Reporting of Suspected Child Abuse" provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws.
You must print out the certificate and provide a copy to the Safe Environment Coordinator after you completed the online workshop.

B. REQUIRED BACKGROUND CHECKS (Clearances) - Renewal is required every 5 years (60 months)

1. **PA State Police Criminal Record Check**
Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes.
Double click on the Control# to get the official certificate with the seal.
You must provide a copy of the official certificate to the Safe Environment Coordinator.
For the Pennsylvania Criminal Background Check there is now a yellow button on the main page that says New Record Check with the words volunteers only in red to the right, clicking there allows for volunteers to run their check free of charge.
2. **PA Department of Public Welfare Child Abuse Clearance Check**
Can be obtained online through the Department of Public Welfare: <https://www.compass.state.pa.us/CWIS>. **You must set up a user name and password; save both as they are needed to access the document later.**
For the Pennsylvania Child Abuse History Clearance, when completing online via the Compass site, as long as the individual has identified him/herself as a volunteer when they begin the application, the fee will be waived.
You must print out the official certificate with seal and provide a copy to the Safe Environment Coordinator.
Can take 2 weeks to receive (most print immediately)
3. **Federal Criminal Background Check OR a Disclosure Statement Application (select one applicable to you)**
 - a. A Federal background check is also required for non-school employees and all volunteers **who do not live in PA or have lived outside of PA during the past 10 years.** ***Choose Department of Education option***
 - Go to <https://uenroll.identogo.com/>
 - The following service code is needed to register: **1KG6Y3** is the code for (PDE) Pennsylvania Department of Education **Volunteers.**
 - You should then click on ***Schedule or Manage Appointment*** and complete the required information.
 - Payment is to be made at the time of the fingerprinting
 - For fingerprint locations please visit the following website:
<https://www.identogo.com/locations/pennsylvania>**You must provide a copy of the email you will receive once your fingerprints have been processed to the Safe Environment Coordinator. It contains the UEID number needed to access the Official FBI clearance document**
 - b. A **Disclosure Statement Application** is required for all volunteers **who have been a resident of Pennsylvania during the entirety of the previous ten-year period.**
<http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf> - please print, sign & return to the Safe Environment Coordinator (witness may be spouse or any other adult who can attest to the truth of your signed disclosure.

Any questions about Clearances should be directed to Vicki Gerstenfeld, Safe Environment Coordinator who works in the rectory. You may email Vicki Gerstenfeld at: vicki@sjnparish.org. (9-20-18).