

Required documents for school volunteers ages 18+:

Youth protection application package for SCHOOL volunteer with all documents

Forms individually:

1. Application
2. Code of Conduct
3. YP Use of Technology
4. Ministry Reference Form
5. Child Protective Service Law (CPSL) Volunteer Disclosure
6. Arrest/Conviction Report and Certification Form (Act 24)

Links for PA clearances (PA Child Abuse/State Criminal free to volunteers every 5 years):

1. Pennsylvania State Police Criminal Record Check: <https://epatch.state.pa.us>
2. PA Department Child Abuse History Certification: <https://www.compass.state.pa.us/cwis/public/home>
3. ***An FBI clearances is only required for any volunteer applicant that has not been a PA resident for 10+ years consecutively.*** Please refer to guide for additional directions regarding FBI payment and codes. To register for an FBI Fingerprint appointment please go to: <https://uenroll.identogo.com/>

PLEASE NOTE: a national background check (via Fastrax/Selection.com) is also required for all employees (diocese, parish and school) - new applicants for hire will be prompted to complete when registering for Virtus. All current employees who had an account with Virtus previously will be required to obtain a national clearance or will be instructed to create a Virtus account.

PA Child Abuse and PA State Criminal Clearances are accepted if a volunteer has current copies that are within five (5) years, however a national background check will still be required.

Links to required training for online options:

1. Youth Protection Awareness Training:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37531

Instruction guide for Virtus (document)
2. Mandated Reporting Training: <http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training>

Live workshops available as scheduled, please contact the Office of Child and Youth Protection at (814) 317-2620 to check for upcoming live training options.