

Diocesan Guide for Youth Protection Requirements

Instructions to apply for clearances (online) and training (online)

If you are unable to do any of these steps online, please ask for other options.

For questions please contact:

Dana Hanna, CYP Office Coordinator – email: dhanna@dioceseaj.org

How to apply for clearances

1. Pennsylvania State Police Criminal Record Check (non-refundable \$22.00 fee for non-volunteers)

- I. Go to <https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx> (do not do in CHROME)
 - Then click on “Pennsylvania Access to Criminal History (PATCH)”
- II. Please choose according to your role
 - For Volunteers, “New Volunteer Record Check”
 - For others, “Submit a New Record Check”
- III. When you get to the page that says “Record Check Details” **scroll down and you will see a link to a Certification Form.** Click on that link, follow directions and please **print the actual certificate.**

2. PA Department Child Abuse History Certification (non-refundable \$13.00 fee per request)

- I. Go to: <https://www.compass.state.pa.us/cwis/public/home> & click on “Create a New Account”
 - You will need to create a “Keystone ID” – this is like a username – it is not a password. (You may already have an account if you have used this portal to report child abuse or have used the online application previously for a child abuse clearance.)
 - After you fill in the information requested, the state will send you a temporary password through your email. You will need to use the Keystone ID (username) and the temporary password to sign back in to the website to create your own password.
 - You must log back in to the website using your username and your own password to actually apply for the clearance. **Record your keystone ID and password and keep for future reference.** Reports can be obtained both online and in the mail. It is suggested to choose both options. **This is your role to choose:**
 - **An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service**

3. FBI Fingerprint Clearances

To arrange an appointment to obtain an FBI/Fingerprint clearance check, **you must register on-line:**

1. Go to <https://uenroll.identogo.com/>
2. Applicant will need to have a code (see chart on page 2)
3. Use this code for non-school employees: Employees/Clergy/Religious: **1KG756**
4. **Fees vary on type of application \$22-\$25+ (you must use a code)**
 - a. Each county has designated vendors for fingerprinting. Appointments can be made on-line (recommended) and walk-in options vary by site (please refer to location information).

Service Code	Applicant Type	Examples of Role
1KG6TR	Non-Public Schools, Parochial Educators, staff, etc. (PDE)	Parochial and Private Schools
1KG6ZJ	PDE Volunteer (Parochial school volunteer)	Non-Paid volunteer at a School-Public, Parochial or Private, includes coaching
1KG756	Employee (DHS) Anyone that is >=14 years contact w/ children (regardless of role or frequency) Required for Clergy, Religious orders, Parish & DAJ Employees/Support staff, contractors, etc.	Daycare, school, sports, etc.
1KG6ZJ	Volunteer (DHS) – Non-paid volunteer who volunteers working with children. This would include volunteers for parish and diocese programs	Examples: CCD teachers, camp scouts, mentoring, etc.

How to complete your two (2) trainings

Two (2) trainings are required and both are offered as a workshop or available online.
For ONLINE Training options:

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



1. Protecting God's Children Training with:

- a. If you previously had a Virtus account, please contact Michele Luciano @ (814) 317-2614 or e-mail mluciano@dioceseaj.org to reactivate your old Virtus account and you will be assigned the proper youth protection training.
- b. If you have never had an account with Virtus go to: www.virtusonline.org
 - i. Choose: FIRST TIME REGISTRANT
 - ii. At the screen: "your organization", please select: Altoona-Johnstown Diocese
 - iii. Choose: Protecting God's Children® Online Awareness Session 4.0 (this online training is approximately one hour)

*****NOTE:** for a new Virtus® registration, the applicant will be asked to provide personal information for a national background check via Fastrax. This is required as part of the clearance/background check process.

Applicants who have had a Virtus® account previously will be provided instructions on how to complete this clearance.

- ### 2. Mandated Reporter Training: Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training.
- a. **This is a 3 hour training offered by the University of Pittsburgh, School of Social Work**
 - b. Use the following link to register and create an account:
<https://www.reportabusepa.pitt.edu>
 - i. Do not use a mobile device, including cell phones, iPads, tablets, etc.
 - ii. Once you begin the training, your work can be saved and you will be able to restart where you left off.
 - iii. The slides cannot be advanced.
 - iv. When the training is complete you will receive a certificate of completion within 24 hours via email.

Please send **copies** of all clearances (not originals) of **both trainings and certificate of completion** to the *Office of Child and Youth Protection at the Diocese*. Copies should also be

kept at the primary location (parish or school) in a locked cabinet where the applicant is employed or serves. Only authorized personnel should have access to these files.