
Clearance Info (Required for Employees/Trip Chaperone, etc.)

PA Criminal Background Check

All Employees and Volunteers required to provide (\$22.00 fee for employees/No charge for volunteers).

<https://epatch.state.pa.us>

PA Child Abuse Clearance

All Employees and Volunteers required to provide and must complete the application using code provided by HFRCS (\$13.00 fee for employees/No charge for volunteers).

<https://www.compass.state.pa.us/CWIS>

Federal Fingerprint Check (FBI)

All Employees required to provide. (\$23.85 fee) Volunteers not living in PA for the past 10 years must provide.

<https://uenroll.identogo.com/> Use code: 1KG6XN to register

PA Disclosure Form

This [form](#) is for volunteers only.

Form states that the volunteer has been a resident of PA for the past 10 years consecutively.

Volunteers will need to be fingerprinted if they do not meet this requirement.

Mandated Reporter Acknowledgement Form

Volunteers/employees are provided with a [Quick Reference Guide](#) for reported suspected child abuse.

Acknowledgement [form](#) needs to be signed by volunteers and employees

Diocesan Safe Environment Training (Required for Employees/Regular Volunteers)

Safe Environment Training

This required class is held throughout the Diocese. Online registration required at the website listed. Look for the “First Time Registrant” tab on the left side of screen to get started. You will be able to search available classes before registering. Class lasts approximately two hours.

<http://virtusonline.org/virtus/>

Mandated Reporter Training

This class can be completed online. Register at the link provided to complete training which takes about one hour. You will be able to print a certificate of completion at the end of the course.

<https://learning.childyouthprotection.org/login/index.php>

PLEASE send in copies of all necessary clearances for your file. Clearances must be renewed every five years in accordance with State and Archdiocesan policy. QUESTIONS: michelle.mangapit@hfrcs.org 215-269-9600