

**ST. CYRIL OF JERUSALEM
PARISH RELIGIOUS EDUCATION PROGRAM
SAFE ENVIRONMENT COMPLIANCE REQUIREMENTS**

The Archdiocese of Philadelphia requires every parish to be in full compliance with the Commonwealth of Pennsylvania requirements for background checks and clearances. Archdiocesan policy requires all church personnel and volunteers to obtain background checks prior to commence working or volunteering. Volunteers who may have regular contact with children must also obtain background checks prior to begin working or volunteering.

BACKGROUND CHECKS/TRAINING REQUIREMENTS

I. PA RESIDENT FOR LESS THAN 10 YEARS

- a) PA State Police Criminal background check – *(renew every 5 years)*
- b) FBI Fingerprint Clearance – renewable every 5 years
- b) Obtain the PA Department of Public Welfare Child Abuse History Clearance – *(renew every 5 years)*
- c) Complete the Archdiocese of Philadelphia "Protecting God's Children for Adults" *(One-time only)*
- d) Complete the Archdiocese of Philadelphia On-Line Mandated Reporter Training. *(One-time only)*

II. PA RESIDENT FOR MORE THAN 10 YEARS

- a) PA State Police Criminal background check – *(renew every 5 years)*
- b) PA Department of Public Welfare Child Abuse History Clearance –*(renew every 5 years)*
- c) Volunteer Disclosure Statement (RE: PA Residence)
- d) Attend the Archdiocese of Philadelphia "Protecting God's Children for Adults" *(One-time only)*
- e) Complete the Archdiocese of Philadelphia On-Line Mandated Reporter Training. *(One-time only)*

III. LINKS FOR BACKGROUND CHECKS, CERTIFICATIONS, TRAINING

A) PA STATE POLICE BACKGROUND CHECK:

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

Click >New Record Check – Volunteer Follow the instructions to complete your application

Click > the control number to view your results

Click >the "Certification Form" link in the center of the page to view, save and ***print your official certificate.***

Submit the original to the PREP OFFICE. Retain a copy for yourself.

B) PA CHILD ABUSE HISTORY CLEARANCE:

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

Click > “Create Individual Account”. “The Keystone Key” is a user name you create. Follow the site’s step-by-step instructions for creating a password. Keep a record of your Keystone Key and Password to access results. Once your account has been created, follow the steps to complete your application for clearance. Click> To “View your result” and print your official certificate. **Submit** the original to the **PREP OFFICE**. Retain a copy for yourself.

C) FBI FINGERPRINT CHECK: required for individuals who have lived in the Commonwealth of Pennsylvania for less than ten (10) years. Should this statement identify you, please contact the PREP Office for where to obtain the procedure for fingerprints.

D) VOLUNTEER APPLICATION DISCLOSURE STATEMENT: (For PA Resident 10 or more years)

Print > will be provided by the Program Director for signature. Read and sign.

E) MANDATED REPORTER ACKNOWLEDGEMENT FORM: (all volunteers)

Print> will be provided by the Program Director for signature. Read and sign.

IV. SAFE ENVIRONMENT TRAINING - Two Part Program

PART ONE – “Protecting God’s Children for Adults” ... conducted by *VIRTUS* facilitators certified in the aspects of prevention of child abuse. The training program is increases participants awareness of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and provides five easy steps to be employed to prevent child sexual abuse. There are two videos in the program, “*A Time to Protects God’s Children*” and “*A Plan to Protect God’s Children.*” The training facilitators incorporate the procedures for defining child sexual abuse, reporting child sexual abuse, screening/selection of employees, and victim advocacy.

REGISTRATION:

Go to > <https://www.virtusonline.org>

Go to> ***First Time Registrant***

Click > “Begin the registration process

PART TWO – “Mandated Reporter Training” - provides an *on-line* session of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. This training is **MANDATORY** for all new clergy, staff and volunteers who began service after December 2011 or have not participated in this training session.

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

Go to > Click "REGISTER NOW: to begin registration

Go to > Click Here...enter the Training Institute to login or register and commence the training.

NEED ASSISTANCE? ... Should you have a question or need assistance with any of the above checks, clearances, or training please contact the PREP Office. 215-343-3139