



**DIOCESE OF ALLENTOWN**  
OFFICE OF CATHOLIC HEALTH,  
HUMAN SERVICES, AND YOUTH PROTECTION *OFFICE OF THE SECRETARY*  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA 18105-1538

**SAFE ENVIRONMENT SCHOOL VENDOR &  
CONTRACTOR REQUIREMENTS CHECKLIST**

**Contractors:** Teacher, Special Education Service Provider, Mental Health Provider, Private Duty Nurse, Student Teacher, CB Physicians/Dentist, Athletic Trainers, Lunchroom Workers, and similar positions.

**Vendors:** Roofers, Construction Workers, Architects, Sprinkler Operators, Mechanics, Electricians, Enrichment Camp, Theatre Coaches, contracted Bus Drivers, and similar positions.

Act 114 Requires school vendors and contractors including bus drivers, cafeteria workers, school nurse, and anyone providing a service inside a school, who will have contact with children to submit the following:

1. Pennsylvania State Police Criminal Record Check (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – new employees please complete PATCH online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.state.pa.us/cwis/public/home) Required for both Contractor and Vendors.
2. Pennsylvania Child Abuse History Certificate (Recheck every 5 years). To obtain the Pennsylvania Child Abuse History Certificate: <https://www.compass.state.pa.us/cwis/public/home> Required for both Contractor and Vendors.
3. Federal Bureau of Investigation Criminal Background Fingerprint Check (18+ years old)(less than one year old, recheck every 5 years) Register for the fingerprint at <https://uenroll.identogo.com> During registration, set an appointment for fingerprint scanning at a nearby public site. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese when you receive it. Required for both Contractor and Vendors.
4. Signed Acknowledgment form for Diocese's Sexual Abuse Policy, policies can be reviewed at: <https://www.allentowndiocese.org/sites/default/files/2023-01/SexualAbusePolicy2022.pdf>, Required for Contractors
5. Signed Acknowledgment form for Diocese's Code of Conduct, policies can be reviewed at <https://www.allentowndiocese.org/sites/default/files/2023-01/CodeofConduct2022.pdf> Required for Contractors
6. Signed Acknowledgment form for 2022 Diocese of Allentown Social Media and Electronic Communications Policies, required for contractors, can be reviewed at: <https://www.allentowndiocese.org/sites/default/files/2023-01/SocialMediaPolicy2022.pdf> Required for Contractors
7. Protecting God's Children attendance certificate, is recommended but not required. This training only needs to be done once, please see attached directions. Print certificate of completion. Recommended for Contractors
8. Certificate from Mandated Reporting Training (good for 5 years) Mandated Reporter Training can be done at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Please see attached directions. Print certificate of completion. Under Pennsylvania law, any person having direct contact with school children is considered a mandatory reporter and is required to report reasonable suspicion of child abuse. "Direct Contact" is defined as the possibility of care, supervision, guidance, or control of child/children. Required for those Contractors & Vendors having direct contact with children.
9. Acknowledgement Form for Child Protective Services Law (CPSL) Policy. Review the Diocese of Allentown's Child Protective Services Law Policy (attached) and sign the acknowledgement form. Required for those Contractors & Vendors having direct contact with children.
10. National Sex Offender Registry Check, must be less than a year old and completed every five years. <https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR.APPLICATION.05.02.22.pdf> . Requested for those who have direct contact with children.



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**Background Check Authorization Form**

Have you resided in the State of Pennsylvania for more than a year?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does position require interaction with children? Yes \_\_\_\_\_ No \_\_\_\_\_

UEID \_\_\_\_\_

Location Type:

☐ Parish

☐ School

☐ Both

Diocesan Position:

☐ Contractor

☐ Employee

☐ Priest

☐ Religious

☐ Teacher

☐ Volunteer

**PERSONAL INFORMATION - PLEASE PRINT**

Full Name \_\_\_\_\_  
Last First Middle

☐ Female

☐ Male

Alias(es) \_\_\_\_\_ Race \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_\_  
Mm dd yyyy Employees Only

Current Address: \_\_\_\_\_  
Street Address Apartment Number

City State Zip Code

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Diocesan Location \_\_\_\_\_  
Site Name (IE St. Joseph) City (Bethlehem)

**ACKNOWLEDGEMENT SIGNATURE**

*I hereby grant the Diocese of Allentown permission to complete a Criminal Background Check, to conduct a social security number verification, FBI fingerprinting and to complete a Motor Vehicle Check, if applicable. I consent to the Diocese following these procedures, making these inquiries and sharing this information with another Roman Catholic Diocese, as necessary.*

Signature

Date

\* Forward completed form to your Local Safe Environment Coordinator, or Janice Woolley, Audit & Training Supervisor, PO Box F, Allentown PA 18105.

\* Parish /School must retain a copy of this completed form in the employee/volunteer's file.



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**ACKNOWLEDGMENT/CERTIFICATION**  
**DIOCESE OF ALLENTOWN**  
**POLICIES AND PROCEDURES REGARDING 2022 CODE OF CONDUCT**

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Code of Conduct. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Code of Conduct or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Code of Conduct and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clergy/Religious/Employee/Volunteer

\_\_\_\_\_  
Location

\_\_\_\_\_  
Printed Name

OFFICE ADDRESS: 1515 MARTIN LUTHER KING JUNIOR DRIVE,  
ALLENTOWN, PENNSYLVANIA 18102

\_\_\_\_\_  
ALLENTOWNDIOCESE.ORG | AD-TODAY.COM  
Revised 1/31/2024



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**ACKNOWLEDGMENT/CERTIFICATION**  
**DIOCESE OF ALLENTOWN**  
**2022 POLICIES AND PROCEDURES REGARDING ALLEGED SEXUAL ABUSE**

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Alleged Sexual Abuse. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Alleged Sexual Abuse or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Sexual Abuse and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clergy/Religious/Employee/Volunteer

\_\_\_\_\_  
Location

\_\_\_\_\_  
Printed Name

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\_\_\_\_\_  
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Revised 1/31/2024

DIOCESE OF ALLENTOWN  
SOCIAL MEDIA and ELECTRONIC COMMUNICATIONS POLICIES  
ACKNOWLEDGMENT and CONSENT FORM

*To be signed by all clergy, religious, employees, volunteers, aspirants, and seminarians of the Diocese of Allentown*

By signing below, I acknowledge and agree to the following:

- 1) I have received, read, and understand the Diocese of Allentown's "Social Media and Electronic Communications Policies" (the "Policies").
- 2) I agree to abide by the Policies, as they may be updated from time to time.
- 3) I understand that any violation of the Policies may result in disciplinary action, including termination of employment or removal from ministry or other service.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Diocesan Location: \_\_\_\_\_



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**DIOCESE OF ALLENTOWN  
CHILD PROTECTIVE SERVICES LAW POLICY  
ACKNOWLEDGMENT FORM**

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE DIOCESE OF ALLENTOWN'S CHILD PROTECTIVE SERVICE LAW POLICY.

I HAVE REVIEWED THE CHILD PROTECTIVE SERVICES LAW POLICY AND UNDERSTAND ITS CONTENTS, AND THE PROCESS THAT I MUST COMPLETE IF I HAVE REASONABLE CAUSE TO SUSPECT THAT A CHILD HAS BEEN SUBJECTED TO CHILD ABUSE OR ACTS OF CHILD ABUSE.

I FURTHER UNDERSTAND THAT THE DIOCESE OF ALLENTOWN HAS ISSUED THE CHILD PROTECTIVE SERVICES LAW POLICY FOR INFORMATIONAL OR GUIDANCE PURPOSES ONLY AND THAT THE DIOCESE DOES NOT INTEND FOR THE POLICY TO CREATE A CONTRACT OR ANY TYPE OF BINDING OBLIGATION ON THE DIOCESE. THE DIOCESE OF ALLENTOWN MAY PERIODICALLY REVIEW THE CHILD PROTECTIVE SERVICES LAW POLICY, AND IT RESERVES THE RIGHT TO AMEND OR INTERPRET THE POLICY AS IT DEEMS APPROPRIATE IN ITS SOLE DISCRETION. A COPY OF THIS ACKNOWLEDGMENT FORM SHALL BE PLACED IN MY PERSONNEL OR VOLUNTEER FILE.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE/VOLUNTEER)

\_\_\_\_\_  
(PLEASE PRINT NAME)

\_\_\_\_\_  
(DIOCESAN LOCATION)

\_\_\_\_\_  
(CITY)




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**Instructions to Obtain PGC Certificates**

**Protecting God's Children Program (PGC)**

The Protecting God's Children™ program is a virtual training that includes videos and question and answer segments. All clergy, employees, and volunteers must complete training.

1. Please visit <https://www.virtusonline.org/virtus/>
2. Select the **"First-Time Registrant"** button
3. Select  **"Begin the registration process"**
4. Using the dropdown arrow select **"Allentown, PA (Diocese)"**
5. Click **"yes or no"** if you have previously registered with Virtus. Select **"No"** if you are not sure.
6. Create a username and password, please keep these for future trainings
7. Please fill in all \*items. Do not select **"No Email,"** you must have an email address to do the virtual training.
8. **In this step, DO NOT select the location of your training session - you will pick that later.**  
Please select the primary location you will be volunteering/employed at.  
**Please select at least one primary role you perform at this location**  
**Please select any additional roles you perform at this location**  
**Please enter your actual title or position of service**
9. Select **"Yes"** if you are associated with any other diocesan locations, **"No"** if you are not.
10. Please answer the four questions on the next page, by selecting **"Yes"** or **"No"**
11. Please print and read the documents on the next page, **select "I have read and understand this document," fill in your name and the date, select continue.**
12. On the next page **Select "Online Training" or "Online Spanish Training,"** then click the **"Continue Button"**
13. Have you already attended a VIRTUS Protecting God's Children Session? select **"Yes" or "No"**
14. Registration is now complete. Your home page will open, The "Current Training" box will say;  
**You have 1 online module assigned,** click on the words to start your training.
15. Online Training Modules page will open, click on **"Protecting God's Children Online Awareness Session 4.0"**
16. You have reached the end of this training. Would you like to close this window? Select **"yes"**
17. Click on the **"Home"** tab.
18. Then click on **"Training History"**
19. Click on the tiny **Certificate Icon,** found under training history. Print or email certificate to the location you will be volunteering or employed. Be sure to have pop-up blockers off.



## APPLICATION: National Sex Offender Registry Verification

The following individuals must complete the National Sex Offender Registry verification application:

- Any individual 18 years or older residing in the child care setting where child care is occurring.
- Any individual working for a Regulated Child Care Provider.
- Any individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- Any volunteer of a child care provider, group day-care home or family child care home.

Type or print clearly in ink. Fill in all necessary fields on the application. Once completed, use one of the following three options to submit the application for processing:

1. Mail to the Clearance Verification Unit, ChildLine at the following address: Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170; **OR**
2. Scan the completed application and email to: [RA-PWNSOR@pa.gov](mailto:RA-PWNSOR@pa.gov) In the subject line list 'NSOR Verification Applicant Last Name (i.e., Smith); **OR**
3. Hand deliver to the Clearance Verification Unit lobby located at: 5 Magnolia Drive, Harrisburg, PA 17110 (Hillcrest Building number 53). Free parking is available in Lot C.

- Processing time is fourteen days from the date the application is received.
- Retain a copy of the completed application for your record. You may need a copy as proof of your submission for your employer.
- There is no fee for the National Sex Offender Registry verification letter.
- Refer all questions to the Clearance Verification Unit at 877-371-5422.

### Purpose of the National Sex Offender Registry Verification (Check one box only)

- ☐ Individual 18 years or older residing in the facility where child care is occurring.
- ☒ Individual working for a Regulated Child Care Provider.
- ☐ Individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- ☐ Volunteer of a child-care provider, group-daycare home or family child care home.

### Applicant Demographic Information (All fields required)

Full Name (Last, First, Middle Initial): \_\_\_\_\_

Social Security Number (XXX-XX-XXXX): \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Daytime Phone Number (XXX-XXX-XXXX): \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Include full street address, (Apt # or PO Box if applicable), \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I affirm the above information is accurate and complete to the best of my knowledge and belief, and submitted as true and correct under penalty of law per Section 4904 of the Pennsylvania Crimes Code.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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SECRETARIAT FOR CATHOLIC HEALTH,  
HUMAN SERVICES AND YOUTH PROTECTION  
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**Instructions to Obtain Mandated Reporter Certificates**

**Mandated Reporter Training**

**The Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training course is available online. All clergy, employees, or volunteers who interact with children are required to attend. Mandated Reporter Training expires every 5 years. Please keep you login information for future trainings.**

- 1. Pa Family Support Alliance website: <https://pafsa.org/>**
  - a. Click on "Trainings & Programs" at the top of the page
  - b. Select "Mandated Reporter Training"
  - c. Scroll down the page until you see "Upcoming Virtual Sessions at no cost"
  - d. Look for Virtual Sessions in (month), (click here)
  - d. Select a date and time that works for you
  - e. Fill in all the required boxes marked with \* (an asterisk)
  - f. Select "Register"
  - g. You will receive an email with information and the Zoom link. The timeline varies with each instructor.
  - h. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.
  
- 2. University of Pittsburgh's website: <https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx>**
  - a. Fill out all required information (blue fields) to create an account.
  - b. Click "Submit" to create a username and password.
  - c. Login using your new credentials in the "Welcome" tab.
  - d. Complete the 3-hour (minimum) training course.
  - e. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.

*Complete only one of these trainings. Not both.*



# Child Protective Services Law

YOU KEEP THIS PAGE  
\*RETURN ONLY  
ACKNOWLEDGEMENT  
FORM

All persons (including volunteers) who come into contact with children at any time in the course of their work **are considered mandated reporters of child abuse** and are required by State Law to report to law enforcement authorities all cases of suspected child abuse.

Any person who willfully fails to report child abuse commits a crime and is subject to prosecution.

Persons having reasonable cause to suspect that a child has been subjected to child abuse, or acts of child abuse, shall report immediately to the following:

- If you suspect a child is in imminent danger from abuse,  
**PLEASE CALL 911 IMMEDIATELY.**
- Please call the Child Abuse Hotline (24-hour): **1-800-932-0313**
- Please also complete the CY 47 form available from the County Children & Youth Services. It is to be filed within 48 hours of your call. The form is available for completion online at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or you may fax or mail the form to the appropriate Office of Children and Youth.
- Please call the Appropriate Office of Children and Youth Services:

Berks	610-478-6700	Bucks	215-348-6950
Carbon	570-325-3644	Luzerne	570-826-8710
Lehigh	610-782-3064	Monroe	570-420-3590
Northampton	610-829-4690	New Jersey	877-652-2873
Schuylkill	570-628-1050	Montgomery	610-278-5800
- The Pastor (or Board of Pastors of the Regional School )
- The Principal of the school
- Attorney Joseph A. Zator at 610-432-1900; please forward a copy of the CY-47 to Attorney Zator.
- If abuse occurs in a school setting, there may be additional reporting requirements. Please see your Principal. If the suspected perpetrator is the Principal, then see your Pastor, or the Superintendent of Education for the Diocese.

**\*\*Please document who you spoke to and when**

Anyone making a report is immune from civil or criminal liability provided a report is made in good faith.

**The Diocese of Allentown urges any questions  
about the interpretation of the law be resolved in favor of reporting.**

## Flow Chart for Mandated Reporters



Call 911 if the child is in imminent danger.

Please choose either option A or B before making a report. Note that you should not call ChildLine (option A) if you intend to submit the CY-47 form online (option B). Calling and submitting the form online would constitute duplicate reports. Keep copies of all your correspondence and a record of whom you spoke to. Contact Pam Russo, Secretary for Catholic Health, Human Services, and Youth Protection, with any questions about the reporting process at 610-871-5200, ext. 2204 or at [prusso@allentowndiocese.org](mailto:prusso@allentowndiocese.org).

### Option A

Call ChildLine and complete the CY-47 form by hand.

### Option B

Submit the CY-47 form online.

1

Call ChildLine at 1-800-932-0313 and complete the CY-47 form by hand.

The CY-47 form can be found online as a PDF at:

[www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov)

Click on Resources and then Forms.

Click on Report of Suspected Child Abuse (the CY-47) to print form.

Complete all information on the CY-47, as far as you are able.

There may be questions you are not able to answer.

1

Complete the CY-47 form and submit it online at:

[www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)

You do not need to call ChildLine if you file electronically.

You are required to create a Keystone ID to submit an electronic report. A confirmation of the submittal will be sent by email.

Complete all information on the CY-47, as far as you are able.

There may be questions you are not able to answer. Please print a copy of the report before you exit the website.

2

Mail or fax the CY-47 within 48 hours to the local county Office of Children & Youth Agency as directed.

2

A courtesy call to the local county Office of Children & Youth Agency should be made.

3

Inform the person in charge: Pastor, Board of Pastors, Principal, Administrator, or Secretary of Secretariat.

4

Call the Diocesan Legal Counsel and email, mail, or fax the copy of the CY-47:

Attorney Joseph Zator

4400 Walbert Avenue, Allentown, PA 18104

[jzator@zatorlaw.com](mailto:jzator@zatorlaw.com) (email is preferred method of contact)

(p) 610-432-1900 | (f) 610-432-1707

5

Email, mail, or fax a copy of the CY-47 to the Secretary for Catholic Health, Human Services, and Youth Protection:

Pam Russo

[prusso@allentowndiocese.org](mailto:prusso@allentowndiocese.org)

(p) 610-871-5200, ext. 2204 | (f) 610-439-7693

6

Within 30-60 days, you should receive a letter from the Local County Office of Children & Youth that reports findings.

Keep a copy of the letter. Send the original to Diocesan Legal Counsel, and send a copy to the Secretary for Catholic Health, Human Services, and Youth Protection.