# <u>Diocesan Guide for Youth Protection Requirements</u> (Clergy, Employees and Religious Orders)

#### 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 Lydie Dianda via email: <a href="mailto:ldianda@dioceseaj.org">ldianda@dioceseaj.org</a> or by phone: (814) 317- 2608 or Michele Luciano via email: <a href="mailto:mluciano@dioceseaj.org">mluciano@dioceseaj.org</a> or by phone (814) 317-2614.

### How to apply for clearances:

- I. Pennsylvania State Police Criminal Record Check:
  - 1. Go to: https://epatch.state.pa.us (do not do in CHROME)
  - 2. Please choose according to your role:
    - Employees (this would include clergy/religious): click on the gray box "Submit a New Record Check" (The fee is \$22.00 for ea. request & non-refundable)
    - 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.

## II. PA Department Child Abuse History Certification

(There is a fee of \$13.00 per request & non-refundable)

- 1. Go to: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a> Click on "Create a New Account"
  - You will need to create a "Keystone ID"- this is like a username <u>it is not a password</u>. (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

#### **III.** FBI Fingerprint Clearances

To arrange an appointment to obtain a 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 below)
- **3.** Use this code for Employees/Clergy/Religious: **1KG756**
- 4. Fees vary on type of application \$22- \$25+ (you must use a code, see above)
  - 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).

Two (2) trainings are required and both are offered as a workshop or available online.

## For ONLINE Trainings options:

1. Youth Protection Awareness Training with VIRTUS Online

If you previously had a Virtus account, please contact Lydie Dianda at (814) 317-2608 or email @ <u>Idianda@diocesaj.org</u> to reactive your old Virtus account and you will be assigned the proper youth protection training.

If you have never had an account with Virtus, go to Virtus: www.virtusonline.org

- Choose: FIRST TIME REGISTRANT
- At the screen: "your organization" please select: Altoona-Johnstown Diocese
- Choose: Protecting God's Children® Online Awareness Session 3.0 (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 Reporting Training:** Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training.

This is a 3-hour training offered by the University of Pittsburgh, School of Social Work.

Use this link to register and create an account:

http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training

- Do not use a mobile device, including cell phones, IPads, tablets, etc.
- Once you begin the training, your work can be saved and you will able to restart where you left off.
- The slides cannot be advanced.
- When the training is complete you will receive via email a certificate of completion within 24 hours.

Please send <u>copies</u> of all clearances (not originals) and both <u>trainings certificate of completion</u> 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.