



*Creating a Network of Prevention & Protection  
Safe Environment  
requirements for all Parish **volunteers working with children** at  
Saint Teresa of Calcutta Parish as mandated by the  
Archdiocese of Philadelphia Children & Youth Protection Office.*

Clearance	Req'd	Frequency of Update	How to obtain	Notes
Fingerprint Record F.B.I. ACT 114	*	5 years	<a href="http://www.pa.cogentid.com/index_dpw.htm">www.pa.cogentid.com/index_dpw.htm</a>	* ALL <u>employees</u> (age 14 and older) must have fingerprints and any volunteers who have not lived in PA for 10 consecutive years. **
Pennsylvania Disclosure Application	**	5 years	Contact your Ministry Leader (School, PREP, CYO, etc. also available on parish website)	Volunteers who HAVE lived in PA for 10 consecutive years, and therefore do not need to have fingerprints taken, MUST complete a Pennsylvania Disclosure Application
Pennsylvania Criminal History Act 34	Y	5 years	<a href="https://epatch.state.pa.us">https://epatch.state.pa.us</a>	As of 7/25/15, this clearance became free for volunteers, \$8 for employees; volunteers obtain records themselves; age 14 and over
Pennsylvania Child Abuse ACT 151	Y	5 years	<a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>	
Protecting God's Children (also referred to as Virtus Safe Environment Training)	Y^	One time	www.virtus.org > Training Institute > Register. Once registered go to On-site Training and choose a time and place convenient for you and register for the session.	Safe Environment and Technology Addendum included in same training after 6/30/2011
Technology Addendum	Y^	One time		
Mandated Reporting (also called Safe Environment, Part II) Pennsylvania Child Protective Services Law	Y^	One time	www.childyouthprotection.org > Training Institute > Register. Once registered go to online training, take the training and print and turn in completion certificate	If training was before 12/31/14, volunteer/employee needs to read reporting update brochure in offices or online at www.childyouthprotection.org and sign Mandated Reporter Acknowledgement Form. Training after 2014 incorporates these changes.

^ Required for employees and volunteers 18 years and older.

**Volunteers must secure new clearances even if clearances from other volunteer jobs are current.**

Employees of the Parish must meet the above requirements plus additional requirements. Volunteers include, but not limited to: P.R.E.P. Catechists, Aides, Hall Monitors, Youth Group Leaders, Camp Volunteers, SEEDS, Children's Liturgy of the Word, lunch room help, homeroom helpers, aides, Home and School, Scouts-all types and gender, chaperones, Decision Point, CYO Coaches, Assistants and Board Members, and anyone volunteering with children even once a year. **PARISH OFFICE: 610-287-2525 ext. 100**