St. Peter Parish SAFE ENVIRONMENT Requirements

All volunteers who are involved with children in a parish / school function or a function that takes place on school or parish property, must have official paperwork filed with the parish office before beginning their volunteer ministry. The following items and steps are <u>mandatory:</u>

1. **Criminal Record Check.** Go online to www:/epatch.state.pa.us/Home.jsp follow "NEW RECORD CHECK", "Accept"
   - Complete the 1st screen. Your organization should be St Peter (PREP, Music Ministry, Lector, etc.)
   - Complete 2nd screen for yourself, highlight the **"R number",** click on "CERTIFICATE", "Yes", "**Print 3**" (one for you, and one for the parish, and a spare) download this certificate for any future need. If your request comes back as "PENDING", you will need the R number to return to your request.

   FREQUENCTY IS EVERY FIVE YEARS.

2. **Pennsylvania Child Abuse History.** Google ***"pa childline clearance online,*** choose *PA Child Abuse History Clearance – (www.compass.state.pa.us/CWIS).* Enter through INDIVIDUAL LOGIN. Pertinent information regarding place of service is same as above.
   FREQUENCTY IS EVERY FIVE YEARS.

3. **FBI Fingerprinting -** *Note: if you have lived in Pennsylvania for 10 years or more, you do not have to follow this step.*

   (www.pa.cogentid.com//index) "Cogent Fingerprint Application Center" "Pennsylvania Dept. of Human Service" Register On-Line", see "What to Bring" for accepted ID. Locally done at CCIU, 425 Boot Road, Downingtown. Cost is $27.50 and registration is good for 90 days.

4. **Standards of Ministerial Behavior - VIRTUS Training** (www.childyouthprotection.org) follow "Protecting Children" Safe Environment Overview" 2nd paragraph "**click here**" to find a class and register). There is no cost but the session is 2.5 hours long and must be attended in its entirety. At the completion of the session, the attendee is asked to sign a Standards of Ministerial Behavior form that must be on file with the parish office.

5. **Information and Communication Technology Addendum.** Archdiocese website (www.archphila.org) follow - 1) **Offices**, 2) dropdown >**S-Z**, 3) dropdown >**Young Adults**, 4) **Forms**, 5) **Safe Environment**, 6) **Staff & Volunteers**, 7) Required Training, 8) Review of the Technology Addendum. Read, complete form, take test, and send to Archdiocese for grading. *(**Note: you can copy the test portion; got back to page one and highlight the email address, paste into body of email and send, add a title, and send**.)*

6. **Mandatory Reporting of Suspected Child Abuse.** A training session conducted on-line www.childyouthprotection.org and click "training institute".

7. **Disclosure Statement**

   No one is deemed as "cleared" until all paperwork is on file in the parish office

Effective 7/1/2016, Items 1, 2 & 3 on this list are valid for five (5) years.
Items 4, 5 & 7 have no expiration date.
Copies of existing above identified paperwork required by another Archdiocesan institution are acceptable for St. Peter parish use.
<u>Paperwork from non-Archdiocesan organizations are NOT acceptable for Parish or PREP use.</u>

Please complete and include the form below
With your Safe Environment Clearances submitted to the Parish.

	SAFE ENVIRONMENT DATA		
YOUR NAME:		**MINISTRY**:	Why are you submitting these forms?
FAMILY NAME:		START DATE**:**	
/////////////////	*Please list the **registered family name***	////////////////////	/////////////////////////////////
EMAIL ADDRESS:		STOP DATE:	
DATE SUBMITTED:			
			CERTIFICATION DATE
	1. PA Criminal Record:		
	2. PA Child Abuse:		
	3. FBI Fingerprints:		
	4. Archdiocese Standards of Ministerial Behavior (VIRTUS):		
	5. Information & Technology:		
	6. Mandatory Reporting:		***Will come directly to parish of registration.***
	7. Disclosure Statement:		