

Diocese of Altoona-Johnstown Youth Protection

3-step process for paperwork, clearances (online) and training (online) for employees & volunteers

If you are unable to do any of these steps online, please ask for other options. For questions, please contact the Diocese of Altoona-Johnstown, Director of Children and Youth Protection: Cindy O'Connor @ coconnor@dioceseaj.org or (814) 695-5579, Ext.2621.

Step One-Complete the following paperwork:

1. Application (Employee & Volunteers)
2. Code of Conduct (Employee & Volunteers)
3. Ministry Reference Form **to be completed by a parish representative or reliable reference** (Employee & Volunteers)
4. CPSL Volunteer Disclosure Statement **for Volunteers only**
5. A national background check will be prompted by Selection.com once an applicant is registered in Virtus. This does NOT replace the PA Criminal, PA Child Abuse or FBI clearance as required in step 2 below.

Additional information needed for schools (please obtain forms from the school):

- (a) School Volunteers & School Employees **ONLY**: complete an Arrest/Conviction Report and Certification Form (Act 24)
- (b) School Educators (Teachers): complete Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release (Act 168)

Step Two-Apply for clearances:

Please complete the following clearances (links & instructions below):

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:
 - Volunteers click on yellow box "New Record Check" (FREE for **volunteers only**)
 - **Employees: click on the gray box "Submit a New Record Check" (Fee is \$22.00)**

Hints: When you get to the page that says "Record Check Details" scroll down a bit and you will see a link to a Certification Form. Click on that link, follow directions and print the actual certificate.

II. PA Department Child Abuse History Certification:

1. Go to: <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create a New Account" and choose your role
(Fees are waived for Volunteers; for employment purposes, fee is \$13.00)
 - You will need to create a "Keystone ID" - this is like a username – it is not a password.
 - 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.

III. FBI Fingerprint Clearances

FBI required for employees and volunteers if NOT a resident in PA for a consistent 10 years (<10)

- a. Go to <https://uenroll.identogo.com/>
- b. Please refer to "New FBI Helpful Hints" document
- c. Applicant will need to have a code (see chart)

Clergy, Diocesan, Parish employee: **1KG756** and School employee: **1kG6TR**

Service Code	Applicant Type	Examples of Role	Dept.
1KG6TR	Non-Public Schools Parochial Educators, staff, etc.	Parochial and Private Schools	PDE
1KG6Y3	PDE Volunteer (Parochial school volunteer)	NON-Paid volunteer at a School-Public, Parochial or Private, includes coaching	PDE
1KG756	Employee (DHS) Anyone that is >=14 Years Contact w/ Children (regardless of role or frequency) Required for Clergy, Religious orders, Parish & DAJ Employees/Support staff, contractors etc.	Daycare, school, sports, etc.	DHS
1KG6ZJ	Volunteer (DHS) - NON-Paid volunteer who volunteers working with children This would include volunteers for parish and diocese programs	Examples: CCD teachers, camp, scouts, mentoring, etc.	DHS

- d. **Fees vary on type of application \$22- \$25** (code used)
- e. Appointments can be made on-line (recommended), walk-in options vary by site
- f. Each county has designated vendors for fingerprinting

Step Three Complete Trainings ONLINE options:

1. Youth Protection Awareness Training with 

Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37531

2. Mandated Reporting Training, *this is a 3-hour training*, once you start the training, you can save your work and restart. **You will need to register and create an account and send in certificate when completed:** <http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training>

To view a list of live training workshops please visit the Diocese of Altoona-Johnstown website:
<https://www.dioceseaj.org/youth-protection/>