



GUIDELINES FOR CLEARANCES

(Updated 12/17)

All persons who have direct contact with students, whether as an employee, coach, moderator, or volunteer MUST obtain the following clearances BEFORE they assume their duties. No exceptions will be made to this policy.

All personnel paid/volunteer must:

1. Register on the Diocesan Database:

- Go to www.diopitt.org
- Scroll down to Protecting God's Children
- Scroll down to Instruction Card
- All staff must complete a Protecting God's Children Workshop. Select a date and location from the list provided. Turn in your certificate to office A.

2. Criminal Background Check

- Once you complete the Diocesan database application, a Criminal Background Check will be automatically processed through the PA State Police. This must be completed every 5 years.

3. Child Abuse History Clearance

- Scroll down to Office for Protection of Children and Young People.
- Click Essential Documents.
- Read the Code of Pastoral Conduct booklet and sign the Acknowledgement, and return to office A.

- Under the same heading, click on Reporting of Child Abuse and Child Protective Services Law of PA, sign the Acknowledgement and return to office A.
- To obtain the Child Abuse History Clearance online go to <https://www.compass.state.pa.us/CWIS>
- Create a new account or login.
- Complete the steps to process your clearance. When the results are available, print and return to office A.
- Child Abuse clearance must be completed every 5 years.

4. Act 126 Mandated Reporter Training

- This is now Diocesan required for volunteers and employees
- Follow the attached directions to view a video through the University of Pittsburgh.
- Print your certificate and return to office A
- This must be completed every 5 years

5. FBI Federal Background Check

- If you are a volunteer, complete the Volunteer Request for Waiver and return to office A.
- If you are a paid employee, follow the attached directions on obtaining your fingerprints.
- Must be completed every 5 years.

6. Act 168 Clearance

- **This is for new hires that are going to be paid only
- Complete section 1 of the attached form for each employer where you were paid to work with children.
- Return to Central Catholic and we will mail out to previous employers

***Additionally, all athletic coaches (paid and volunteer) must receive Concussion and Sudden Cardiac Arrest Training. These videos must be viewed yearly and certificate submitted to office A. Contact Chuck Crummie for details.

***Effective July 15th, 2016 all PIAA coaches must complete a Coaching Principles Course and First Aid Course

Mandatory Reporting of Child Abuse Act 126 Training

This is training required for all school personnel both paid and volunteer – anyone who works in any capacity with the students or in the school. This is a free training presented by the University of Pittsburgh. And can be accessed through:

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=911

The screenshot shows the Pennsylvania Child Welfare Resource Center website. At the top, there is a navigation bar with the university logo and the text "PENNSYLVANIA Child Welfare Resource Center". Below this, there are links for "Welcome" and "Registration". A message states: "This course can not be taken on a mobile device. Please use a desktop or a laptop. We apologize for the inconvenience." The main content area is divided into two columns. The left column is titled "Login Here" and contains a login form with fields for "USER NAME" and "PASSWORD", a "Login" button, and a "Forgot Your Password?" link. The right column is titled "About the Course" and contains the following text: "Welcome to the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training. Our technical support staff are available Monday through Friday from 8:00 AM to 4:00 PM EST at helpcpsl@pitt.edu or 717-605-0236. The help desk will be closed 12/22/2017, 12/26/2017, and 1/1/2018 for the holiday." Below this text is a list of instructions and notes for users, including information about registration, login, and license requirements.

- Click Registration at the top of the page
- Fill in the registration information, click Submit – look across the bottom of the page, it will immediately give you a user name and password
- Click Welcome at the top of the page and you will see the login on the left Read instructions on the right side then login on the left side



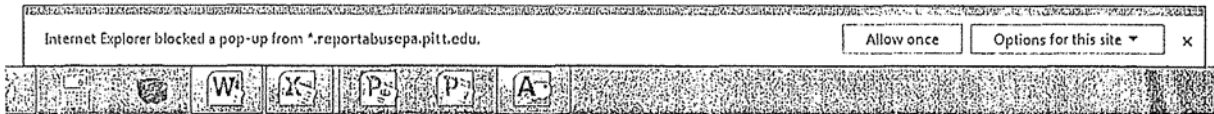
The screenshot shows the "Your Courses" section of the website. It lists a course titled "11CA-0809: Recognizing and Reporting Child Abuse" with the status "Courses where you are: Learner".

- Under Your Courses: click [rrca-0809: Recognizing and Reporting Child Abuse](#)

PACWRC Course

Click [Recognizing and Reporting Child Abuse](#) to launch course

Mandated and Permissive Reporting in Pennsylvania



- Allow Pop-ups through the message at bottom of screen if your pop-up

blocker blocks it Click [LaunchCourse](#)

- There are 10 Sections to the training.
- After each section you can leave and return to the training.
- When printing certificate when you have completed the course, you will see the certificate on the screen and a blue **PRINT** box at the bottom of that. Click that to take you to the print screen. When the print box appears, click Printing Preferences and set Layout Orientation to Landscape and click OK.
- Change Number of copies to 2, one for the school a
one for you to keep
- Click **Apply** and then **Print**.
- After they print, you can click **EXIT**.
- Close the screens

**VOLUNTEER REQUEST FOR WAIVER OF
FBI - FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK**

I declare under penalty of perjury that the following is true and correct:

1. I *have* been a resident of the Commonwealth of Pennsylvania during **the entirety of the previous ten-year period** from the date of this document;
2. I *have* **NEVER** been named as the perpetrator of a founded report of child abuse;
3. I *have* **NEVER** been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
4. Within the **5 year period** immediately preceding the date of this document, I *have* . not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I *have* not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3 or 4 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law Pennsylvania.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name



FBI FEDERAL BACKGROUND CHECK

Registration for FBI Fingerprint Criminal History Record background checks began on November 28, 2017 through a new vendor, IDEMIA (MorphoTrust USA). For applicants to register for fingerprinting through Identogo, please have them access <https://uenroll.identogo.com/>. An applicant may register by telephone at 1.844.321.2101 M-F, 8 AM – 6 PM.

The Changes are as follows:

Service Codes are now required in order to register so as to ensure that fingerprints are processed for the correct agency or applicant type. The service codes are:

1KG6TR	Catholic School Employees	Department of Education
1KG6Y3	Catholic School Volunteer	Department of Education
1KG756	Diocesan or Parish Employee	Department of Human Services
1KG6ZJ	Diocesan or Parish Volunteer	Department of Human Services
1KG738	Child Care Services Employee/Contractor	Department of Human Services

Payment (for now) will be made at the fingerprint enrollment site when the applicant goes to be fingerprinted; no longer will payment be made online during registration. The only methods of payment that will be accepted are credit card, money order and business check.

*Note: Credit cards must display the name of the applicant in order to be accepted for payment. The individual whose name is on the credit card must be present during the transaction. The fee is **\$22.60**, however, there may be different fees for school volunteers as well as diocesan and parish employees and volunteers. This information will be provided as it becomes available.

Photo Identification which the applicant specifically chooses as part of the online pre-enrollment registration must be provided at the fingerprint enrollment location. Applicants will **not** be processed if they cannot produce acceptable photo identification.

Open Indento-Go Locations as of December 2017

- 2500 Baldwick Rd, Ste 260
Noble Office Building
Pittsburgh, PA 15205-4157

Monday - Friday: 08:30 AM - 04:30 PM

- 8158 Perry Hwy
Pittsburgh, PA 15237

Monday-Friday: 8:30 AM - 5:00 PM

- Pittsburgh International Airport - 1000 Airport Blvd
Pittsburgh, PA 15231-1001

Monday - Friday: 8:30 AM - 11:30 AM & 12:00 PM - 5:00 PM

- 511 Hyde Park Rd
Leechburg, PA 15656-8969

Monday-Friday: 11:30 AM - 7:00 PM

**VOLUNTEER REQUEST FOR WAIVER OF
FBI – FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK**

I declare under penalty of perjury that the following is true and correct:

1. I have been a resident of the Commonwealth of Pennsylvania during **the entirety of the previous ten-year period** from the date of this document;
2. I have **NEVER** been named as the perpetrator of a founded report of child abuse;
3. I have **NEVER** been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
4. Within the **5 year period** immediately preceding the date of this document, I have not been convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
5. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3 or 4 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law Pennsylvania.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

Print Name

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1: Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Any former names
by which you have
been identified: _____

Section 2: Report Arrest or Conviction

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3: No Arrest or Conviction

By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.

Section 4: Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

**COMMONWEALTH OF PENNSYLVANIA
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE
(under Act 168 of 2014)**

(Hiring school entity or independent contractor submits this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

To:	Name of Current or Former Employer:	<input type="checkbox"/> No applicable employment
	Street Address:	
	City, State, Zip:	
	Telephone Number:	

The named applicant is under consideration for a position with our entity. The Pennsylvania General Assembly has determined that additional safeguards are necessary in the hiring of school employees to ensure the safety of the Commonwealth's students. The individual whose name appears below has reported previous employment with your entity. We request you provide the information requested in SECTION 2 of this form within 20 business days as required by Act 168 of 2014.

SECTION 1: APPLICANT CERTIFICATION AND RELEASE (TO BE COMPLETED BY THE APPLICANT EVEN IF THE APPLICANT HAS NO CURRENT OR PRIOR EMPLOYMENT TO DISCLOSE)

Applicant's Name (First, Middle, Last):	
Any former names by which the Applicant has been identified:	
DOB:	
Last 4 digits of Applicant's Social Security Number:	PPID (if applicable):
Approximate dates of employment with the entity listed above:	
Position(s):	

Have you (Applicant) ever:

Yes No Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?

Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?

Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any willful failure to disclose the information

required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and to discipline up to, and including, termination or denial of employment, and may subject me to civil penalties and disciplinary action under the Educator Discipline Act. I also hereby authorize the above-named employer to release to the entity listed on page 3, the information requested in SECTION 2 of this form and any related records. I hereby release, waive, and discharge the above-named employer from any and all liability of any kind that may arise from such disclosure or release of records.

Signature of Applicant _____

Date _____

SECTION 2: CURRENT/FORMER EMPLOYER VERIFICATION (TO BE COMPLETED BY THE APPLICANT'S CURRENT EMPLOYER(S) AND ALL FORMER EMPLOYERS THAT WERE SCHOOL ENTITIES AND/OR WHERE THE APPLICANT HAD DIRECT CONTACT WITH CHILDREN)

Employing Entity receipt date _____

Received by _____

Dates of employment of Applicant: _____

Contact telephone # _____

To the best of your knowledge, has Applicant ever:

Yes No Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?

Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?

Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

Former Employer Representative Signature and Title _____

Date _____

Pursuant to Act 168, an employer, school entity, administrator, and/or independent contractor that provides information or records about a current or former employee or applicant shall be immune from criminal liability under the CPSL, the Educator Discipline Act, and from civil liability for the disclosure of the information, unless the information or records provided were knowingly false. Such immunity shall be in addition to and not in limitation of any other immunity provided by law or any absolute or conditional privileges applicable to such disclosure by the virtue of the circumstances of the applicant's consent thereto.

Under Act 168, the willful failure to respond to or provide the information and records as requested may result in civil penalties and/or professional discipline, where applicable.

Return all completed information to:

School Entity:		
Address:		Phone:
State:	Zip:	Fax:

COMMONWEALTH OF PENNSYLVANIA
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE
(Pursuant to Act 168 of 2014)

Instructions

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities and by applicants who would be employed by or in a school entity in a position involving direct contact with children to satisfy the Act's requirement of providing information related to abuse or sexual misconduct. As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law ("CPSL"), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in SECTION 1 of this form and a written authorization that consents to and authorizes the disclosure by the applicant's current and former employers of the information requested in SECTION 2 of this form. The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form). Upon completion by the applicant, the hiring school entity or independent contractor shall submit the form to the applicant's current and former employers to complete SECTION 2. A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.

Relevant Definitions:

Direct Contact with Children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children."

Sexual Misconduct is defined as: "any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designated to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to: (1) sexual or romantic invitation; (2) dating or soliciting dates; (3) engaging in sexualized or romantic dialogue; (4) making sexually suggestive comments; (5) self-disclosure or physical exposure of a sexual, romantic or erotic nature; or (6) any sexual, indecent, romantic or erotic contact with the child or student."

Abuse is defined as "conduct that falls under the purview and reporting requirements of the CPSL, 23 Pa.C.S. Ch. 63, is directed toward or against a child or a student, regardless of the age of the child or student."

Please Note

A prospective employer that receives any requested information regarding an applicant may use the information for the purpose of evaluating the applicant's fitness to be hired or for continued employment and shall report the information as appropriate to the Department of Education, a state licensing agency, law enforcement agency, child protective services agency, another school entity or to a prospective employer.

If the prospective employer decides to further consider an applicant after receiving an affirmative response to any of the questions listed in SECTIONS 1 and 2 of this form, the prospective employer shall request that former employers responding affirmatively to the questions provide additional information about the matters disclosed and include any related records. The Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request can be used to request this follow-up information. Former employers shall provide the additional information and records within 60 days of the prospective employer's request.

The completed form and any information or records received shall not be considered public records for the purposes of the Act of February 14, 2008 (P.L. 6, No. 3) known as the "Right to Know Law."

The Department of Education shall have jurisdiction to determine willful violations of Act 168 and may, following a hearing, assess a civil penalty not to exceed \$10,000. School entities shall be barred from entering into a contract with an independent contractor who is found to have willfully violated the provisions of Act 168.