



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.**

**Please note: Clearances do not transfer from outside of the Diocese. For new employees, clearances must be dated within 3 months of hire date. If they are past 3 months you need to get new clearances. If you are going from a volunteer to paid employee position, you must renew your PA Child Abuse and FBI Fingerprints. If you are transferring from one Diocesan entity to another, the clearances will transfer.**

**All steps must be completed within 3 months of the submission of your application, or it will be archived.**

All paid employees and volunteers must:

1. Register on the Diocesan Database:
  - a. Go to [www.virtusonline.org](http://www.virtusonline.org) and follow the registrations for School Employees/Volunteers attached to this document.
  - b. The access code to register is **PRAYER**. Your primary site will be Pittsburgh: Central Catholic High School.
    - i. *Note: If you are paid through Central Catholic Boosters, you are considered an employee.*
2. Code of Pastoral Conduct Signature Page
  - a. You will sign this digitally through your Virtus account, however a physical copy is also required to be completed. Please see this packet and/or your original clearance email.
  - b. This document must have a physical signature and cannot be accepted with a digital signature on the PDF.
3. Child Protective Services Law Signature Page
  - a. You will sign this digitally through your Virtus account, however a physical copy is also required to be completed. Please see this packet and/or your original clearance email.
  - b. This document must have a physical signature and cannot be accepted with a digital signature on the PDF.

4. Pennsylvania Child Abuse History Clearance
  - a. To obtain the Child Abuse History Clearance go to <https://www.diopitt.org/school-employee> and follow bullet point number 2. You may elect to do a paper application or an online application.
  - b. When the results are available, print and return a copy to [sbudacki@centralcatholicchs.com](mailto:sbudacki@centralcatholicchs.com). This must be renewed every 5 years.
5. FBI Federal Background Check
  - a. If you are a paid employee you are required to get fingerprinted. To obtain them, go to the IndentoGo website: <https://uenroll.identogo.com/> and use using code **1KG6TR**.
    - i. Please email your UEID number to [sbudacki@centralcatholicchs.com](mailto:sbudacki@centralcatholicchs.com) upon scheduling your appointment.
    - ii. Paid employees must renew their fingerprints every 5 years.
  - b. If you are a volunteer, complete the Volunteer Request for Waiver and return to [sbudacki@centralcatholicchs.com](mailto:sbudacki@centralcatholicchs.com). This is for volunteers who have lived in Pennsylvania for 10 consecutive years. For those volunteers who have not lived in the state of Pennsylvania for at least 10 years, you will need to register your fingerprints (<https://uenroll.identogo.com/> code: **1KG6ZJ**).
6. Act 126 Mandated Reporter Training
  - a. This is training is a requirement for all volunteers and employees. The course may be taken online. (You will need to register first, if you have not already have taken the course before): <https://www.reportabusepa.pitt.edu/>.
  - b. Print your certificate and return to [sbudacki@centralcatholicchs.com](mailto:sbudacki@centralcatholicchs.com).
  - c. This must be renewed every 5 years.
7. Protecting God's Children for Adults Course
  - a. The course may be taken in person or online. It will need to be renewed every 3 years.
  - b. The link for the online course is through your Virtus account.
  - c. If you choose to do the course in person, please register through your Virtus account.
  - d. Once completed, print or email your certificate and return to [sbudacki@centralcatholicchs.com](mailto:sbudacki@centralcatholicchs.com).
8. Act 24 Clearance
  - a. This is for new hires that are going to be paid only, even if you are being paid through Central Catholic Boosters. Please fill out and sign the form and submit it to [sbudacki@centralcatholicchs.com](mailto:sbudacki@centralcatholicchs.com).
9. Act 168 Clearance
  - a. This is for new hires that are going to be paid only, even if you are being paid through Central Catholic Boosters.
  - b. Compete and sign Section 1 for **each employer where you were paid to work with minors**. If you have not worked with minors, please check no applicable

employment in the checkbox in the top right of employer information section and continue to fill out Section 1.

- c. Return the form to Central Catholic and we will mail out to previous employers to complete Section 2.

**All COACHES MUST:**

1. Review and complete Concussion and Sudden Cardiac Arrest Training at:  
<https://www.sportsafety.com/cardiacwise-pats/>.
  - a. Submit your certificate of completion to Rick Capretta,  
[rcapretta@centralcatholichs.com](mailto:rcapretta@centralcatholichs.com).
  - b. This information must be viewed and renewed yearly.
2. Effective July 15, 2016, all PIAA coaches must also complete a Coaching Principles Course and First Aid Course. Approved courses can be found at:  
<http://www.piaa.org/news/details.aspx?ID=3632>.