

ST. STANISLAUS PARISH ARCHDIOCESE OF PHILADELPHIA

VOLUNTEER CLEARANCES AND TRAINING

Clearances

Archdiocesan policy requires that all volunteers 18 and older complete the following clearances, to be renewed every five years:

1. **Disclosure Statement OR Federal Bureau of Investigation Fingerprint Clearance**
 - a. If you have been a resident of Pennsylvania for 10 continuous years, you must fill out, sign, and return the [Disclosure Statement Application for Volunteers](#).
 - i. Please have a witness to your signature sign on the appropriate line.
 - b. If you have NOT been a resident of Pennsylvania for 10 continuous years you must obtain Federal Bureau of Investigation Fingerprint Clearance.
 - i. Please contact [Safe Environment](#) coordinator at ststansse@gmail.com for directions.
2. **Pennsylvania State Police Criminal Check**
 - a. Can be obtained online at <https://epatch.state.pa.us> with results available within a few minutes. Print the certificate.
3. **Pennsylvania Child Abuse History Clearance**
 - a. Must be obtained online at <https://www.compass.state.pa.us/cwis/public/home>. Results will be emailed to you. Print the certificate.
 - b. Keep a record of your ID (known as 'Keystone' ID) and password for renewal to be completed in 5 years.

Training Requirements

Archdiocesan policy requires that all volunteers 18 and older who have **regular contact** with children (at least one time per week) complete the following prior to volunteering:

- **Part I: Protecting God's Children**, is offered regularly at sites throughout the Archdiocese. The training provides basic facts about child sexual abuse and adults' roles in prevention. Register at www.virtusonline.org
 - You must send the signed "Standards for Ministerial Behavior" acknowledgement you receive at the training site to the Parish Center.
 - Attendance certificate will be sent to the home parish as you designate.
- **Part II: The Mandatory Reporting of Suspected Child Abuse**, is available online at our Training Institute. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. The training should take you approximately one hour to complete. See www.childyouthprotection.org. Print the certificate.

All documents/certificates can be dropped off, mailed, or emailed to [St. Stanislaus Safe Environment Coordinator](#) at ststansse@gmail.com at the Parish Center.

Anyone with no access to online links can contact the Parish Center for assistance.