

# Volunteer Clearance Compliance Steps

To complete any of these clearances please sign onto the link directly for that clearance:

## 1. Pennsylvania State Criminal Background History:

- Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes.
- Print out results and scan and return by email to my attention

## 2. Pennsylvania Child Abuse History Clearance:

- Can be obtained online at <https://www.compass.state.pa.us/CWIS/Public/home>.
- Create ID and a password will be emailed to you.
- Log back in and change your password to something you will remember.
- Results will be sent to your email address or directly to your residence.
- Please scan and send by email to my attention.

## 3. FBI Fingerprinting - **VOLUNTEER – ONLY If not a resident of Pennsylvania for 10 years.**

- Go online to <https://uenroll.identogo.com/> to schedule an appointment for the background check. **There is a fee.** Please return copy of results to office or a copy of your receipt.
- Please enter the following service code needed to register:
- **1KG6TR** is the code for (PDE) Pennsylvania Department of Education (non-public schools)
- After above code is entered you should then click on Schedule or Manage Appointment and enter the required information.

## 4. 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.
- Please use the following link to register for this class. [https://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=18461&theme=0](https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0)
- **Please return the white portion of the form that you sign at this class.** Scan and return by email to my attention.

## 5. Part II: The Mandatory Reporting of Suspected Child Abuse

- Is available online and takes about one hour to complete.
- Please use the following link: <https://learning.childyouthprotection.org/login/index.php>
- At the end of the online class you will be able to print out a certificate.
- Please scan and email to my attention.

## 6. Disclosure Statement Form

- Please read, sign and return to my attention.

If you have any questions, please contact Cathleen M. Lynskey (Saint Bede the Venerable Safe Environment Coordinator) at [clynskey@st-bede.org](mailto:clynskey@st-bede.org).