



OFFICE FOR CHILD AND  
YOUTH PROTECTION

ARCHDIOCESE OF  
PHILADELPHIA

As clergy, staff or volunteers of the Archdiocese of Philadelphia, YOU are the first line of defense in the Archdiocese's commitment to keep the children entrusted in its care safe from abuse.

### [Frequently Asked Questions About Background Checks and Clearances](#)

## Compliance Guidelines

The following guidelines are reflective of the 2015 changes to Pennsylvania Child Protective Services Law and Archdiocesan [Policies for the Protection of Children and Young People](#) effective July 1, 2015.

Archdiocesan policy requires all Church personnel including priest, religious, deacon, pastoral minister, employee, school employee, parish employee, contract employee must obtain clearances, as required by Pennsylvania law. This includes any individual 14 years of age or older applying for or in a **paid position** as an employee responsible for the welfare of a child or having direct contact with children. Additionally, all adult volunteers (unpaid) who may have any possible contact with or responsibility for children.

**Archdiocesan compliance guidelines state that clearances should be submitted prior to the commencement of employment or volunteer service. There are certain circumstances under which provisional status might be approved. See [Frequently Asked Questions](#) for details. During the provisional period, individuals are not permitted to work alone with children.**

### Clearance Renewal Requirements

All required clearances, including FBI, must be renewed every five years. Volunteers who have been a resident of Pennsylvania for less than 10 years must renew their FBI Fingerprint clearance until they reach 10 years of residency in Pennsylvania. Once the volunteer meets the 10 year residency requirement, they must complete a Disclosure Statement Application for Volunteers which must be submitted every five years.

## Required Clearances

**The following clearances must be obtained by employees: (lunch monitors)**

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

*Please note: The state has strengthened the Child Protective Services Law (CPSL). Some individuals who were not previously required to obtain the FBI Fingerprint Clearance must obtain it now. Exceptions can no longer be made, related to the start date. Anyone who is a paid staff member must have all clearances.*

**The following clearances must be obtained by volunteers living in PA for less than 10 years:**

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

**The following clearances must be obtained by volunteers living in PA continuously for 10 years:**

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance
- **Disclosure Statement application for volunteers** to be filed at the place of service.

## Obtaining Required Background Checks

1. **PA State Police Criminal Record Check**- Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes
2. **PA Department Human Services Child Abuse History Clearance** - Can be obtained online at <https://www.compass.state.pa.us/CWIS>
3. **Federal Criminal Background Check**- Go to <https://uenroll.identogo.com/> to schedule an appointment for the background check.

For all current and/or prospective **school employees/volunteers** click [here](#) for additional information. For all current and/or prospective **parish and other staff/volunteers** please click [here](#) for additional information.

# Required Training

**Our Clergy, Staff and Volunteers-**All clergy staff and volunteers of the Archdiocese of Philadelphia who have regular contact with children must complete the Safe Environment Training as outlined below.

## Safe Environment Training

### Classroom Component (Part I)

*Protecting God's Children* provides basic facts about child sexual abuse and adults' roles in prevention. Attendance is expected within 90 days of hire. To register [click here](#).

### Mandated Reporter Online Component (Part II)

*Mandated Reporting of Suspected Child Abuse* provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. This training is mandatory for all new clergy, as well as staff and volunteers who began service after December, 2011 or did not take the training in person. *Mandatory Reporting of Child Sexual Abuse*, is available in English and Spanish. [Click here](#) to login to the **Training Institute** and begin the training.

*Please note that if you began service before December, 2011, but did not attend the Mandated Reporter training, you are out of compliance and must complete the online training. Volunteers will need to contact their place of service to learn the level of service they are permitted to provide until the online training has been completed.*

## Additional forms to be submitted:

[Arrest or Conviction Form](#)

[Disclosure Statement Application for Provisional Employment](#)

[Disclosure Statement Application for Volunteers](#)