

Online link for Employees

(Priest, Deacon, Seminarian, Priest/Deaconate Candidate, Non-school Employee, School Employee, Educator)

Federal Criminal History Record Information (CHRI) – FBI REPORT

<https://uenroll.identogo.com/>
\$23.85 fee (effective 1/1/2019)

Steps to obtain the Federal Criminal History Record (**Fingerprinting**):

1. Enter the correct Service Code:
Non-school employee: **1KG756**
(includes all clergy)
School employee: **1KG6TR**
(includes educators and paid coaches)
2. Click on Schedule or Manage Appointment
3. Complete each section of the pre-registration form, selecting next at the end of each section. *Note: The diocese does not issue Authorization Codes for payment. Payment is the responsibility of the applicant.*
4. Choose which identity documentation you will present at the fingerprinting site. (The name on this documentation must match the name on the pre-registration form.)
5. Enter your zip code to find locations in your area. Search and click next to see the locations. Choose your location and click next.
6. Choose your date and time then click submit.
7. Print your service summary.
8. On the day of your scheduled appointment you must **bring the Identity Documentation selected as part of the online pre-enrollment registration application.**

Credit Card, Money Order or Business check only are accepted **on-site** at the Identogo – State Agency – Enrollment fingerprint site. The fingerprint transaction begins when the Enrollment Agent reviews the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes.

The process for state required clearances must be underway before an employee begins work with children. Employees must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and Federal Criminal History Record Information within 30 days of beginning employment in a parish, school or agency.
(see Policy, Section III A., pp. 8 & 9)



State of Pennsylvania Mandated Reporter Training

The State of Pennsylvania requires that certain mandated reporters obtain training that addresses child abuse recognition and reporting and covers specific topics designated by the law.

All [school employees](#) and [regular school volunteers](#)

Must complete this training every five years.

a. The training may be completed, free of charge, online at:

www.reportabusepa.pitt.edu

b. Once at the website, click on the [Registration](#) link at the top of the page. Fill out the appropriate fields and click submit. Your login information will be emailed to you. Return to the welcome page and login. Follow the instructions to complete the course.

Online link for Employees

(Clergy, Deacons, Seminarians, Priest/Deaconate Candidate, Non-School Employee, School Employee)

Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us/NewRecordCheckAction.do>

\$22.00 fee (current as of: 12/01/2017)

(do not use volunteer link)

Steps to obtain a PA State Police Criminal Record Check

1. Choose the gray box "Submit a New Record Check" (requires a credit card).
2. Read the Terms and Conditions and click the Accept button.
3. Complete the Requestor information choosing "Employee" as the reason for the request. Click the next button.
4. Choose Individual Request and click continue.
5. Review the information. Click the back button to make corrections or click the Proceed button.
6. Complete the Record Check Request Form and click Enter this Request (Not entering the Social Security number may cause a delay in the issuing of the clearance).
7. When you are done entering requests click the Finished button.
8. Review the information on the Record Check Request Review page and click Submit button to proceed to the Checkout page.
9. Enter your payment information and proceed.
10. Once processing is complete (Status: no record/record), click on the Control Number hyperlink to view the details of the specific record check.
11. When the Record Check Details page appears, you may print this page for your records and then click on Certification Form for your official clearance.
12. Print your certificate (print 2 copies and keep one for your records).
13. At this point you also have the option of saving the clearance to your computer.

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(see Policy, section III A., pp. 8 & 9)

Revised: January 2019

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PA Child Abuse History Certification

<https://www.compass.state.pa.us/cwis/public/home>

\$13.00 fee (effective 7/1/2018)

Steps to obtain a PA Child Abuse History Certification:

1. Click on Create Individual Account.
2. Create a Keystone ID – print this page for your records.
3. Using your temporary password, log back in and create your own password. Record your password someplace safe.
4. You may be required to log in again in order to apply for the clearance.
5. Read and accept the terms and conditions. Click next
6. Read the Learn More section and click continue.
7. Read Getting Started. You will need the address where you previously lived, names of all individuals with whom you have lived and any previous names you have used or have been known by. Addresses should contain as much information as possible. Click begin.
8. Application Purpose –
Priest, Deacon, Seminarians, Priest/Deaconate Candidate, Non-School Employee: check Individual 14 years of age or older ...
School Employee: check School Employee Governed by Public School Code...
9. Complete the following sections: Applicant Information, Current Address, Previous Address, Household Members, clicking next after each section.
10. Review your application
11. Sign your application and submit the application.
12. Application Payment: check no and click make a payment.
13. Complete the payment information required and click pay with your credit card.
14. You will receive a Status of Submitted Application after submitting payment. Reports can be obtained both online and in the mail.

*If you do not wish to complete the application online you may download, complete, sign and mail in a paper copy. A link to the paper copy can be found in the Getting Started section of the application.

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Revised: January 2019



Creating a Safe Environment

Adult Online Inservice for Child Protection

The link at the bottom of the page will take you to our diocesan online adult inservice, *Creating a Safe Environment*. Please read the following information **BEFORE** you begin the inservice. **ipads are not recommended for viewing the video. YOU MUST BE CONNECTED TO A PRINTER TO PRINT YOUR CERTIFICATE UPON COMPLETION OF INSERVICE. IT IS NOT POSSIBLE TO RETURN TO THE CERTIFICATE UNLESS YOU REPEAT THE INSERVICE.**

- ✓ This is the only inservice that will fulfill the requirement for inservicing for adults working with children and youth in the Diocese of Erie.
- ✓ Please have a hard copy of the diocesan *Policy for the Protection of Children* available for reference as you move through the inservice.
www.eriecd.org/images/sections/childprotection/pdf/CURRENTPolicy.pdf
- ✓ There is a quiz at the conclusion of the inservice. A score of 80% must be achieved in order to print your certificate. Once the quiz is completed and passed, there will be boxes for the participants to enter their name and parish/school/agency. A certificate must then be printed.
- ✓ Please print **TWO** copies of your certificate. Give one to your principal/religious ed. leader/supervisor for your personnel file and keep one for your own files. Priests, deacons and Saint Mark Catholic Center employees must send a copy of their certificate to the Office for the Protection of Children and Youth for inclusion in their personnel files.
- ✓ If you fail to pass the quiz, you must repeat the inservice.
- ✓ If questions arise from the information presented during the inservice, you may:
 1. refer to the diocesan Office for the Protection of Children and Youth website at www.eriecd.org/childprotection
 2. contact your religious education leader, principal, pastor or supervisor
 3. contact Mrs. Cindy Zemcik, Coordinator for the diocesan Office for the Protection of Children and Youth at 814-824-1195 or czemcik@eriecd.org

Click on this link to begin the inservice

<http://childprotection.eriecd.org/presentation.html>