

Ms. Meghan Bonkoski leads our Safe Environment Clearance process and would like you to feel free to get in touch with her at any time via email. She has put together a very comprehensive document that explains all of the steps, forms, training, etc. that you must complete before beginning any paid or volunteer service in which you would be responsible for the welfare of a child or have direct contact with children:

Clearance Requirements

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 **VOLUNTEERING AT MTC**

Archdiocesan policy requires that volunteers (unpaid) that have any possible contact with or responsibility for children, even if it is a one-time event, need background checks. (Example: chaperones for field trips, homeroom mom, teacher's helper, Recess Duty, Secret Santa Volunteers, etc.)

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
 - The following are service codes needed to register:
 - 1KG6TR is the code for (PDE) Pennsylvania Department of Education (non-public schools)
 - 1KG6Y3 is the code for (PDE) Pennsylvania Department of Education Volunteers.
 - If you don't fall under any of the above categories you will need to contact the PDE Pennsylvania Department of Education to determine the appropriate code you should use at 717-214-9755.
 - **For all current and/or prospective parish and other staff/volunteers**
 - The following are service codes needed to register:
 - 1KG6ZJ for Volunteers.
 - After the above code is entered you should then click on Schedule or Manage Appointment and enter the required information.
 - For fingerprint locations please visit the following website:
<https://www.identogo.com/locations/pennsylvania>
 - Fee: \$22.60
 - If any of the results come back as unreadable the applicant will need to go for a 2nd set of fingerprints. If the results are still unreadable a name search will be conducted and the applicant will receive a letter. Please know that this process/letter still needs to be completed/updated every 5 years for compliance.

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.

Safe Environment Training Required

Training must be within 90 days of beginning their volunteer work.

- **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 here](#)**
- **Part II: The Mandatory Reporting of Suspected Child Abuse, is available online at our Training Institute in English and Spanish. 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. [Register here](#)**