

# Volunteer Clearance Compliance Steps:

Due to changes to PA Child Protective Services Law effective July 1, 2015, many of our volunteers and employees will have to renew or obtain their clearances in order to be in full compliance with the law. **These clearances must be renewed every 5 years.** Our Compliance Officer, Cathleen Lynskey, is available to answer any questions you may have about these changes and what steps you will need to take to be in full compliance.

The following steps should be taken to obtain these clearances.

1. Obtain Pennsylvania State Criminal Background History (**free for volunteers as of July 25th**):

- Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Print out results.

2. Obtain Child Abuse History Clearance (**free for volunteers as of July 25th**):

- Can be obtained online at <https://www.compass.state.pa.us/CWIS> (can take up to a week for results).
- Create ID and a password will be emailed to you. Log back in and change your password to something you will remember.
- Print out proof of sending for the clearance and provide a copy to the office when the results return.

3. Obtain a Federal Criminal Background Check (**only if not a resident of PA for the last 10 continual years--non-waived fee of \$28.75**), <http://www.pa.cogentid.com>, click Dept. of Ed.

4. Please keep a copy of your clearance documents for yourself and provide a copy to the Compliance Officer, at St. Bede Parish Office.

5. If you have not already done so, you must attend a Safe Environment Seminar hosted by the Archdiocese. Seminar times and locations can be found at:

[https://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=18461&theme=0](https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0)

6. Also, if you have not already done so, please complete the Safe Environment II Training, *Mandated Reporting of Suspected Child Abuse* online at:

<https://learning.childyouthprotection.org/login/index.php>

7. Please download the Mandate Reporter Acknowledgement form and Disclosure Statement, sign, and return to the office.

If you have any questions, please contact Cathleen Lynskey at St. Bede Parish Office at [clynskey@st-bede.org](mailto:clynskey@st-bede.org) or at (215) 357-5720.