

Sacred Heart of Jesus Church
Sacred Heart School
Background Clearance Information

The state of Pennsylvania passed a law in requiring that all volunteers and employees within the state who work with children or have contact with children through their membership in an organization must have a series of background clearances. This law became effective on Jan. 1, 2015, and also applies to teenagers under the age of 18 who are receiving payment compensation for work.

All clearances for **volunteers** must be completed by July 1, 2016 and for **employees** by Dec. 31, 2015.

The clearances include:

1. **Pennsylvania Child Abuse** (free for volunteers) – www.compass.state.pa.us/cwis/public/home
2. **Pennsylvania State Police Criminal** clearance (free for volunteers) – <https://epatch.state.pa.us/Home.jsp>
3. **Federal Bureau of Investigations** (\$27 fee, possibly refundable) – fingerprinting http://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_20.htm for information on locations. <http://www.pa.cogentid.com/ohio/PAResultsInfo.htm> for commonly asked questions
4. **Mandated Reporter** training – www.reportabusepa.pitt.edu , a diocesan accepted online training course. Allow two to three hours for the training.

VOLUNTEERS: HireRight clearances will no longer be needed., in order to provide a clearance that would allow people to begin their volunteer work. The cost for the HireRight background check is \$11.35 and the check should be made payable to Sacred Heart of Jesus Church. The HireRight background check is in addition to the new law requirements.

If you would prefer to forgo the HireRight check and get your state, FBI clearances and mandated reporter training, then that is perfectly acceptable. Just know that you cannot volunteer until these certificates have been obtained.

MORE IMPORTANT INFORMATION

- All of these clearances must be completed every five years.
- If you are an **employee** working of Sacred Heart Church or School and your clearances are older than 2010, then please have them completed by **December 31, 2015**.
- If you are a **volunteer** for Sacred Heart Church or School and have never had these clearances done, then please have them done before the **end of the 2015-2016 school year**.
- If you have had these clearances done for another organization, then please bring in a copy of them **ASAP**.