

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.

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.

In addition, all employees and volunteers must complete the following:

1. Protecting God's Children
2. Signed Diocesan Code of Conduct
3. Signed Diocesan Sexual Abuse Policy

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.