

# Saint Kilian Parish and School

## SAFE ENVIRONMENT REQUIREMENTS

Saint Kilian Parish and School is committed to the safety of all children and to meeting the Safe Environment requirements set by both the Diocese and the state of Pennsylvania. To comply, all parents and adults wanting to participate in any school activities (field trips, classroom visits, cafeteria shifts, etc.) or any parish ministries (Faith Formation, Youth Ministry, Social Ministries, etc.) will be required to complete and submit the following items. Parents and adults are strongly encouraged to start this process early so that clearances will be in place when activities arise.

### IMPORTANT NOTES

1. Photocopies of clearances obtained through work or other volunteer positions can be used to fulfill these requirements. Please bring a copy of your certificate of completion or your clearance results to the parish front desk, **ATTN: Jo Scheller**. Copies can also be scanned and emailed to [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org)
2. Most clearance websites are not formatted to work correctly on cell phones or iPads. Please use a regular laptop or desktop PC to complete your clearance applications.
3. Please allow one week for your clearances to be received and entered into your files by our staff. We are blessed to have a large parish with many needs.
4. Once all your clearances have been received, you will be sent a **CONFIRMATION EMAIL by Jo Scheller**. If you have not yet received this email, you have not been cleared for volunteering at this time.
5. If you are unsure of your clearance status, please complete the Clearance Review at [https://saintkilian.formstack.com/forms/clearances\\_volunteers](https://saintkilian.formstack.com/forms/clearances_volunteers)
6. For an electronic copy of this document (so that you can easily click on the many links included within), please email [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org)

### ITEMS REQUIRED TO BE COMPLETED

#### 1.) DIOCESAN DATABASE \*To be completed first\*

- ♣ Register on the Diocesan Database at [www.diopitt.org](http://www.diopitt.org).
- ♣ Click on the link for Safe Environment Database (left side of the home page, in green).
- ♣ The access code is: **PROTECT**
- ♣ Each page must be **SAVED** in order for your information to be included in the Diocesan Database.
- ♣ When you complete the Diocesan Database, a PA State Criminal History clearance will be processed automatically on your behalf.

#### 2.) CHILD ABUSE REPORT

- ♣ Before beginning this application, email [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org) to request your authorization code.
- ♣ Register at the following website [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
- ♣ Click on "Create Individual Account." Create your own "Keystone ID" – use this ID to fill out the actual child abuse application.
- ♣ The last step ("Application Payment") will ask if you have been provided with an authorization code. Select yes. Use the authorization code emailed to you in step 1 of this section's instructions.
- ♣ Make a copy of the application details for your records – this will need renewed in 5 years.
- ♣ Results are mailed to your home. **Please bring a copy, ATTN: Jo Scheller, for your file.**

### 3.) FBI CLEARANCE (fingerprints taken) or WAIVER (sign a waiver *instead of* getting fingerprints)

- ♣ Volunteers may be excused from the FBI Criminal History Report requirement (getting fingerprints taken) if they have been a Pennsylvania resident continuously for the previous 10 years and have none of the felonies listed on the waiver.
- ♣ CHOOSE ONE:
  - a. *Have you lived in PA for 10+ years (with none of the felonies listed on the waiver)?* Click here [FBI Fingerprints WAIVER](#) – Please print this form and sign it, verified by a witness (any adult 18+ can be your witness). **Please email, mail or bring a copy for your files, ATTN: Jo Scheller.** For those without internet access, paper copies are available in the office. If you do not qualify for a waiver, please complete the instructions below.

*OR*
  - b. *Have you lived in PA for less than 10 years or have at least one of the felonies listed on the waiver?* You will need to submit fingerprint results. The parish covers the fee for this requirement—please submit your receipt for reimbursement (by email or hard copy). A check will be mailed to your home address. You MUST pre-register before getting fingerprinted—go to <https://uenroll.identogo.com/>
    - **BEFORE YOU BEGIN:** Step 1 asks for a code. Please email Jo Scheller at [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org) to obtain the correct code—we will need to know whether you are a parish volunteer, school volunteer, parish employee or school employee.
    - On the next page select “Schedule or Manage Appointment”
    - You will be asked if you have been given an authorization code for payment (this is different from the code in step 1)--select “NO”
    - You will be asked to select a form of ID – the name on your ID must match EXACTLY what you enter on this form. You must have this ID with you in order to check in or you will not be fingerprinted.
    - Once you are finished with the steps, you will be directed to select a location (you must select a location – you will then be given the option to select appointment time & date OR to select “walk-in”)
    - The final page should have the message “You have successfully pre-enrolled.” Please print for your records using the print icon in the upper right corner of this page.
    - You will need a credit card or money order for payment at the location site (no cash). Once completed, please submit your payment receipt and a copy of your fingerprint report results to the parish. **Please email, mail or bring a copy to the office, ATTN: Jo Scheller.**

### 4.) COMPLETE THE VIRTUS “PROTECTING GOD’S CHILDREN” (Online class)

- ♣ You may complete this requirement by attending a live class OR on your own through an online version. Instructions for registering for this training (both live classes and online versions) are at <http://www.saintkilian.org/files/PGC/PGC%20Register%20for%20online%20class.pdf>  
**Bring a copy of your certificate of completion, ATTN: Jo Scheller, for your file.**

## 5.) COMPLETE THE "MANDATED REPORTER TRAINING" (Online class)

- ♣ **Mandatory for all school volunteers (including cafeteria helpers, classroom visitors and field trip chaperones) as well as anyone else working or volunteering directly with children. *NOT ALL PARISH MINISTRIES REQUIRE THIS TRAINING.* Please contact [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org) if you are unsure if this requirement applies to you.**
- ♣ Registration for this training is online at [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 49\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 49_1)  
\*click on the "Registration" tab if this is your first time, use the "Welcome" tab to return to your previous spot.
- ♣ This course is timed, and takes 3 hours to complete. You may save your work and return to it later.
- ♣ **Bring a copy of your certificate of completion, ATTN: Jo Scheller, for your file.**
- ♣ Other versions of this course (for example, ACT 126 for teachers) may count towards this requirement IF they are a 3 credit course (no 2 credit courses are accepted) and not older than 2014 (due to recent law changes).

When you have completed the above requirements you will receive an email stating that you are eligible to volunteer. For the safety of our children, adults will **not** be allowed to participate in **any parish or school** activity or function until all clearances are completed.

If you have any questions, please contact Jo Scheller, Safe Environment Coordinator, at 724-625-1665, ext. 2104 or by email at [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org).

**\*\*We are so grateful to the many adults who complete clearances each year, thank you!\*\***

**\*Note: only the Child Abuse and the Fingerprinting clearances expire and need to be renewed every 5 years. All others are a one-time requirement.**