

**NATIVITY OF OUR LORD
SAFE ENVIRONMENT PROGRAM REQUIREMENTS
FOR ALL VOLUNTEERS**

The Archdiocese of Philadelphia requires every parish to be in full compliance with the Commonwealth of Pennsylvania requirements for background checks and clearances, as well as the Archdiocesan policy for background checks and clearances. All volunteers are required to have their clearances **PRIOR** to the start of volunteering. Any fees associated with obtaining your clearances are your responsibility. Nativity of Our Lord Parish does not reimburse for clearances.

Below is a breakdown of the requirements for all volunteers. Any questions or concerns should be directed to the Safe Environment Coordinator, Donna Ludovico, at 215-773-8399 or dludovico@noolp.org.

1. Child Abuse Clearance (renewed every 5 years)

- a. Go to www.compass.state.pa.us/CWIS
- b. Click "Create Individual Account". The "Keystone Key" is a user name you create. Follow the systematic instructions for creating a password. Keep a record of your user key and password to access your results.
- c. Follow the instructions, answering all of the questions in the application and submit it
- d. In about 10 to 14 days, you will receive an email telling you that your results are available. Use your user key and password to access your results. Download the certificate and print it. A copy of the certificate must be submitted to the Safe Environment Coordinator.

2. Pennsylvania State Police Criminal Background Clearance (renewed every 5 years)

- a. Go to <https://epatch.state.pa.us>
- b. Click "New Record Check – Volunteer"
- c. Follow the instructions to complete your application
- d. Click on the Control Number to review your results
- e. Click on "Certification Form" and print the certificate. Submit a copy of the form to the Safe Environment Coordinator.

3. FBI Fingerprint Clearance or Volunteer Disclosure Statement (renewed every 5 years)

- a. If you are a resident of Pennsylvania for more than 10 years, you need to read and sign the Volunteer Disclosure Statement given to you by the Safe Environment Coordinator.
- b. If you are a resident of Pennsylvania for less than 10 years, you need to obtain an FBI Fingerprint Clearance
 - i. Go to <https://unenroll.identogo.com> – register using the service code **1KG6Y3**.
 - ii. Make an appointment and have your fingerprints taken at one of the locations of your choosing.
 - iii. Send a copy of your receipt to the Safe Environment Coordinator, so that you can begin volunteering.
 - iv. In approximately 3 or 4 weeks, you will receive a letter, which is your clearance from the FBI. A copy of this letter/clearance must be sent to the Safe Environment Coordinator.

4. Safe Environment Training Part 1: Protecting God's Children

- a. Go to www.virtusonline.org
- b. Complete the registration for Nativity of Our Lord Parish
- c. Select a location of your choosing for the training. The training is a 3-hour class that you must attend in order to obtain your certificate.
- d. At the end of the class, you will be given a certificate, which must be turned in to the Safe Environment Coordinator.

5. Safe Environment Training Part 2: Mandated Reporter

- a. Go to www.childyouthprotection.org/login
- b. Click on Register Now to register
- c. Go under the "Training Tab" to begin the actual training on-line
- d. When you complete the training, print your certificate immediately
- e. Give a copy of the certificate to the Safe Environment Coordinator

If you need assistance with any of the above trainings/certifications, please contact Donna Ludovico, the Safe Environment Coordinator at 215-773-8399 or email dludovico@noolp.org

Please remember to keep a copy of your clearances and training certificates for your own files and send the originals to Donna Ludovico via email or drop them off at the parish center or the school in an envelope marked to Donna's attention. Thank you!