



### **Diocese of Altoona-Johnstown Prospective Volunteer Background Check**

All prospective volunteers of the Diocese of Altoona-Johnstown Elementary Schools must complete / provide results of the following background checks:

**Youth Protection** (If a volunteer has completed a previous “Protecting God’s Children” or “Youth Protection training, he or she DOES NOT have to redo this course)

The prospective volunteer must register and complete an on-line course in youth protection. The prospective volunteer must go to the Diocese of Altoona-Johnstown website at [www.dioceseaj.org](http://www.dioceseaj.org) and then select the Youth Protection tab, following the directions to completion. Upon the completion of the online portion, volunteers are prompted to print out and complete the following forms:

- Employee/Volunteer Application Form
- Criminal Background Check Form
- Employee/Volunteer Code of Conduct Agreement Form
- Ministry Reference Form (to be completed by a non-family member.)
- Certificate of Course Completion

All paperwork is to be turned into the St. Peter School office which will then forwarded to the Diocese. Once the prospective volunteer has successfully completed the Youth Protection Course and the documentation of such completion has been received, the Diocese will so advise the Principal.

### **PA Criminal History Check (Act 34)**

The prospective volunteer must complete a criminal background check by registering at <https://epatch.state.pa.us> and submitting the original copy of the results to the Principal of the school. The Principal of the school must provide a copy of these results to the Diocese (Education Office). This will be a full page certificate with the State Police watermark on it. The cost for this clearance is waived for school volunteers.

### **PA Child Abuse Clearance (Act 151)**

The prospective volunteer must complete and submit the Pennsylvania Child Abuse Clearance Form directly to the Department of Public Welfare online. To complete the clearance, go to <https://www.compass.state.pa.us/CWIS>. There will be a long series of questions involved in this clearance and you will need to create a Keystone ID prior to completing the clearance. The results of the check will be emailed within a few weeks to the prospective volunteer who in turn must provide the original copy of these results to the Principal of the school. This will also be a formal document from the Pennsylvania Department of Human Services. The of The Principal of the school must provide a copy of these results to Diocese (Education Office). The cost for this clearance is waived for volunteers.

### **Fingerprint Check (Act 114)**

#### **(ONLY REQUIRED OF VOLUNTEERS WHO HAVE LIVED IN PENNSYLVANIA FOR LESS THAN 10 YEARS.)**

The prospective volunteer must register for a fingerprint check by going to [www.pa.cogentid.com](http://www.pa.cogentid.com) and printing a copy of the completed registration form. The icon for PA Department of Education must be chosen when registering. The prospective volunteer must follow the directions to register online. The website also contains the sites and times available for fingerprint checks. Choose a location and take your registration form to the fingerprinting location. (In Somerset, there is a location at the Tableland building) After being fingerprinted, the prospective volunteer must provide a copy of the registration form and results containing the Registration ID to St. Peter School who will forward the information to the Diocese. The Diocese (Education Office) will subsequently advise the Principal of the results. If a prospective volunteer has a fingerprint check that is less than 1 year old, the results of that check may be used. If prior results are more than 1 year old, a new check must be done as described above. The cost of the Fingerprint Check is approx. \$26 and is paid by the volunteer.

### **Arrest / Conviction Report and Certification (Act 24) (This form is attached for your convenience)**

The prospective volunteer must complete the Arrest / Conviction Report and Certification Form (PDE-6004) required under Act 24 of 2011. The form can be found at [www.pde.state.pa.us](http://www.pde.state.pa.us), selecting the Forms & Documents tab and entering "PDE-6004" under the Document Search section. By completing and signing this form, the prospective volunteer obligates himself or herself to, if hired, report within 72 hours any arrest or conviction of a reportable offense to the Diocese (Education Office). We have also attached this form for your use. Please fill out and return by September 1, 2015.

### **Volunteer Application** (Attached)

### **Continued Volunteering**

Should a volunteer in a school setting wish to continue volunteering after three (3) years of service, he / she must submit for renewal of both the PA Child Abuse Clearance and the PA Criminal History Check. The new clearances must be within 36 months of the initial clearance dates. If updated clearances are not provided before 36 months expire, the volunteer may not participate in activities with children until the updated clearances are provided. However, single 30-day grace period is allowed for the provisional use of a volunteer who has applied for clearances. This may only be used one time per volunteer. The school will help to notify volunteers who need to renew their clearances as needed.

The Diocese (Education Office) and will notify the Principal via letter / email approximately six (6) months prior to the expiration date of current clearances to ensure their awareness that updated clearances will be due. Volunteers will be provided a deadline that may not be exactly 36 months from their initial clearance date, as notifications will be grouped together based on the month of expiration.

Volunteer duties may not begin until St. Peter School has all of the aforementioned documentation. St. Peter School will forward information to the Diocese. ALL PAPERWORK IS TO BE TURNED IN TO ST. PETER SCHOOL.