



FAITH FORMATION FOR CHILDREN

Saint Cornelius Parish

Volunteer Background Checks & Clearance Information

St. Cornelius Parish is committed to the safety and protection of all God's children. In compliance with the policies of Archdiocese of Philadelphia, we expect all volunteers to complete the necessary training and clearance checks before working with our children. At the same time, we sincerely thank our faithful volunteers for their commitment to providing a safe environment for our young people.

For All Volunteers:

All new volunteers must have the following clearances and they must be updated every five years. As of July 25, 2015 when you register for your clearances as a volunteer there is no fee for the Criminal Background Check and the Child Abuse History Clearance.

- **Pennsylvania State Police Criminal Background Check**
This is available online at: <https://epatch.state.pa.us>. Once your status comes through as **No Record** you can click on the Certification Form and print out your clearance. Please provide a copy to the Faith Formation Office.
- **Pennsylvania Child Abuse History Clearance**
This is available online at: <https://www.compass.state.pa.us/CWIS>. You will be asked to create your own account and when the form is completed you can print out your clearance. Please provide a copy to the Faith Formation Office.
- **Federal Bureau of Investigation Fingerprint Clearance**
 - If you **have been** a resident of the State of Pennsylvania for the last 10 years you need to sign a **"Disclosure Statement Application for Volunteers"** provided at St. Cornelius.
 - If you **have not been** a resident for 10 years you will need to complete FBI Fingerprinting Clearance. Information, locations and registration is available online at www.pa.cogentid.com. You must register **BEFORE** you go for the fingerprinting.

For Volunteers with Regular Contact with Children:

All clergy, as well as staff and volunteers of the Archdiocese of Philadelphia who have regular contact with children must complete the following training requirements:

- **Safe Environment Part I: Protecting God's Children**
This in-person training session provides basic facts about child sexual abuse and the adult's roles in prevention. To register go to: www.virtusonline.org/virtus.
- **Safe Environment Part II: Mandated Reporting of Suspected Child Abuse**
This on-line training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. This training is available through the OCYP website at www.childyouthprotection.org under the "Training Institute" tab. This is a 3 part program which can be done individually. When completed print the Certificate and return the certificate to the Faith Formation Office.

Please make sure to keep all of your account information for each of the clearances so you can use that again when you need to update. Thank you again for your assistance.