

Mandated Documents for Clearances Required by the State for all Staff/Volunteers in the DIOCESE OF GREENSBURG

There are six things to complete. They are:

1. —Mandated/Permissive Reporters-all staff & volunteers in any ministry or event are mandated to take a *“Mandated and Permissive Reporting Training Course.”* This *Course may be taken* online at www.reportabusepa.pitt.edu. Follow the directives on the site.

After you have fulfilled all of the requirements, print the certificate. Please turn this certificate into the Parish Office.

2. — **Code of Pastoral Conduct**—Must be read in entirety, sign the acknowledgment and return the acknowledgment to the Parish Office. A copy of this *Code* is available at the Parish Office.

3. *— **Pennsylvania Criminal History Record Check**-can be obtained online. Our understanding is that for a **volunteer submitting the request, there would be NO CHARGE.**

Visit www.epatch.state.pa.us and follow the directives. Print the certificate and bring it to the Parish Office.

4. *— **Pennsylvania Child Abuse History Clearance Application**-can be obtained online, www.compass.state.pa.us/cwis/public/home and follow the directives. Print the certificate online and bring it to the Parish Office. **The charge for this clearance is \$8.00. The Parish Office will reimburse you for this charge when you submit your certificate.**

* If you cannot access a computer, these certificates must be done manually. Copies are available at the Parish Office, who will process these for you.

5. —**Protecting God’s Children (Virtus)*** - You may take this course online by clicking on www.virtusonline.org. Please print your certificate and return it to the Parish Office. **This clearance needs only to be taken one time for all the years you will be in your ministry. There is no need to repeat this clearance if you have already attended a presentation.**

6. —**Volunteer Affidavit**—Please contact the Parish Office for this “affidavit,” and attest to the numerical requirements on the affidavit. You may sign this form and bring it to the Parish Office with the remaining papers (clearances) and **we will have it notarized for you.** You won’t need to seek out a notary or assume the expense.

Please contact the Parish Office, 724-872-3555, if you have any questions. *Throughout the year, the Protecting God’s Children (Virtus) is offered at some churches in the Diocese. Access to the Diocesan Website, www.dioceseofgreensburg.org and type in the “Search” line, Protecting God’s Children. You will be directed further and receive more information to take this course online or to attend a session in a local church in the Diocese.