



## **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**

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 thereafter. Once the prospective volunteer has successfully completed the Youth Protection Course and the documentation of such completion has been sent by the prospective volunteer to the Diocese, the Diocese will so advise the Principal.

#### **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. Prospective volunteers may also submit for this clearance online at <https://www.compass.state.pa.us/CWIS>. The results of the check will be submitted to the prospective volunteer who in turn must provide the original copy of these results to the Principal of the school. The Principal of the school must provide a copy of these results to Diocese (Education Office).

#### **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).

Volunteer duties may not begin until the Diocese (Education Office) has all of the aforementioned documentation and advises the Principal.

#### **Arrest / Conviction Report and Certification (Act 24)**

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 report within 72 hours any arrest or conviction of a reportable offense to the Diocese (Education Office).

### **Fingerprint Check (Act 114) (\*if applicable)**

If it is determined that a prospective volunteer is in need of this clearance, 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. The prospective volunteer must follow the directions to register online. The website also contains the sites and times available for fingerprint checks. After being fingerprinted, the prospective volunteer must provide a copy of the results containing the Registration ID to the Diocese (Education Office) and the Diocese 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.

### **Mandated Reporting (Act 126) (\*if applicable)**

If the principal of a school determines that a volunteer is working at a school on a consistent, regular basis the volunteer will be required to complete the Mandated Reporter Course by going to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). This is a three hour course. After completion of the course, the prospective volunteer must turn in their certificate of completion to the school principal. The school principal must provide a copy of the competition certificate to the Diocese (Education Office).

### **Continued Volunteering**

Should a volunteer in a school setting wish to continue volunteering after five (5) 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 60 months of the initial clearance dates. If updated clearances are not provided before 60 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.