

DIOCESE OF ALTOONA-JOHNSTOWN
OFFICE OF SACRAMENTAL PREPARATION
YOUTH PROTECTION PROTOCOLS FOR MENTOR TRAINERS AND MENTORS
FOR THE SACRAMENT OF CONFIRMATION

After receiving Mentor Trainer certification, Mentor Trainers are to follow the protocols to train in their home parish or in surrounding parishes:

1. To be a Mentor Trainer or a Mentor in parishes of the Diocese of Altoona-Johnstown, you must have a certificate of such provided from the Office of Sacramental Prep after completion of training. (Mentor trainers **CANNOT** train a Mentor to be a trainer.)
2. Mentor trainers must contact the Office of Sacramental Preparation when arrangements are being made to hold a training whether in parish or in another parish one month in advance of the training date.
3. Mentor Trainers are to provide a registration form (sample attached) to be completed by each participant and returned to the Mentor Trainer **at least two weeks** before the training.
4. **Two weeks before the training**, a list of names of participants must be submitted by the Mentor Trainer to the Sacramental Preparation Office for clearance from the Youth Protection Office. REMINDER: NO WALK IN OR DAY OF TRAINING IS ACCEPTABLE.
5. Proposed Mentors **CANNOT** attend training or be certified to be trainers unless we have cleared them as compliant through the Youth Protection Office PRIOR to the training. They must have the following:
 - A. Current VIRTUS account/training with certificate (www.virtusonline.org)
 - B. Current PA Mandated Reporter Training (within 5 years)
(<https://www.reportabusepa.pitt.edu>)
 - C. Current National Background Check obtained through VIRTUS account.
 - D. Current Pennsylvania Criminal and Child Abuse clearances (within 5 years)
 - E. All current diocesan required paperwork:
 - Youth Protection Application
 - Youth Protection Code of Conduct
 - Youth Protection Ministry Reference
 - Youth Protection Use of Technology
 - CPSL Disclosure
 - FBI (if lived out of Pennsylvania in the last 10 years)

*Instructions for all training and clearances as well as documents are available on the diocesan website: <https://youthprotection.dioceseaj.org/protection-process>

- NOTE: The paper copies of this information **MUST** be on file in the Youth Protection Office and entered into the system for them to be considered compliant.

6. After the Mentor training is complete, a list of those completing the full training must be submitted to the Office of Sacramental Prep for a certificate to be issued.
7. Mentors and Mentor Trainers are EXPECTED to keep current on all requirements (renewed every 5 years) of the Youth Protection requirements during their time working in the Confirmation process in the parish.

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