

**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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