

**St. Thomas of Villanova Parish  
Volunteer Child Safety Requirements  
2020-2021**

**#1 PA Criminal Background Check**

Please go to <https://epatch.state.pa.us>

- a. Click on the yellow button that says “New Record Check” volunteers only
- b. Click the accept button at the bottom of the page & next
- c. Input information & click next. Please use this information for Organization name & phone number: St Thomas of Villanova, 610-525-4801
- d. Next page is confirmation page, please click proceed to submit information

**#2 PA Child Abuse Clearance**

Please have the following information on hand:

1. Previous addresses since 1975 (or best guess)
2. A list of everyone who lived with you at anytime since 1975
3. Previous names used since 1975 (including maiden, nicknames, aliases)

Please go to <https://www.compass.state.pa.us/CWIS>

- a. Go onto the website and create a new account
- b. The next page is a disclaimer – go down and click next
- c. The next page requires that you create a Keystone ID, create and click finish
- d. You will be assigned a temporary password. Log out and then log back in using the new password and you then you can proceed with the background check.
- e. Go to the Create Clearance Application tab. On the next page chose the following: Volunteer, Other and the agency is St. Thomas of Villanova.
- f. The system should be set-up that application fee is \$0 for volunteers.
- g. When the application is completed and submitted you will see a Submission Confirmation screen. Please make a copy of this page and keep for your records.

**#3 Federal Criminal History Record**

If you have been a PA resident for more than 10 years, please submit the disclosure statement that I will give you. If less than 10 years, please see **FINGERPRINTING** below.

**#4 Safe Environment Class & Mandated Reporter Training**

A one and done requirement through the Archdiocese of Philadelphia for all volunteers working with children. You need to sign up for the class at [www.virtusonline.org](http://www.virtusonline.org) and choose the location and date and time that works best for you. (STV will host one this upcoming Tuesday am) You need to complete a short on line webinar, called, “Mandated Reporter Training” at <http://childyouthprotection.org/> **Please print out your completion certificate and bring me a copy.**

All requirements must be met by the end of September.

## **Fingerprinting:**

All required current and/or prospective employees or volunteers should select the, **DHS-OCYF (Department of Human Services – Office of Children, Youth and Families)** option when completing the following:

- Go to <https://uenroll.identogo.com/>
- The following are service codes needed to register:
  - 1KG738 for Child Care Services/Program Employees and/or Contractors 18 and over.
  - 1KG756 for Employees 14-17 years old that have contact with children.
  - 1KG6ZJ for **Volunteers**.
- You should then click on, ***Schedule or Manage Appointment*** and complete the required information.
- Payment is made at the time of the fingerprinting. Please submit receipt to Tara Penza and she will have our business manager reimburse you.
- For fingerprinting locations please visit the following website:  
<https://www.identogo.com/locations/pennsylvania>