

Print and submit to Jamila Ogle *OR* email a PDF copy of final results, confirmations, or certificates to admin.rep@stvparish.org.

Follow These Steps:

- **Criminal Record Check**

Pennsylvania Criminal History Check (valid for 5 years).

- 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.
 1. Please use this information for Organization name & phone number:
 - i. **St Thomas of Villanova, 610-525-4801**
- d. Next page is confirmation page, please click proceed to submit information
 1. Once you receive the final results, send to Jamila Ogle.

- **Child Abuse Clearance**

Pennsylvania Child Abuse History Clearance (valid for 5 years).

- a. Go onto the website and create a new account
- b. 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.
- c. Go to the Create Clearance Application tab. On the next page chose the following: **Volunteer, Other and the agency is St. Thomas of Villanova.**
- d. The system should be set-up that application fee is \$0 for volunteers.
- e. 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.
 1. Once you receive the final results, send to Jamila Ogle.

- **Federal Criminal History Background Check**

- [Required: a signed Disclosure Form](#) signed by a volunteer who has been a **PA resident for the entire last 10 Years** and *has not committed designated crimes in Pennsylvania or elsewhere.*
- Give your signed form to Jamila Ogle.

OR

- [Required: FBI History Clearance-Act 114](#) for a volunteer who has been a **PA resident for less than 10 years.**
 - Click on **Education.**
 - **Service code 1KG6ZJ** for Volunteers
- Once you receive the final results, send to Jamila Ogle.
- **Safe Environment Part 1 (3 hours LIVE In person or virtual instructor led class)**

[Safe Environment Part 1 Protecting God's Children](#)

- Once you receive the confirmation of attendance, send to Jamila Ogle.
- Sign the attached Standards of Behavior Form and send to Jamila Ogle.

- **Safe Environment Part 2 (1.5 hours pre-recorded click-through training)**

[Safe Environment Part 11: Also called, "Mandated Reporter"](#)

- Once you receive certificate, send to Jamila Ogle.