



ST. LAURENCE SCHOOL

8245 West Chester Pike, Upper Darby, PA 19082
 Phone – 610-789-2670 Fax – 484-452-6271
www.saintlaurence.org

OBTAINING CLEARANCES:

Please complete this process on your own and provide paperwork to the School. It is a good idea to keep a copy of ALL things you submit for your records. Each of the following must be submitted:

Name of Clearance	Website	Instructions	Renewal
PA Dept. of Public Welfare Child Abuse Clearance Check	www.compass.state.pa.us/cwis/public/home	Complete the electronic submission section. Once complete, the State will either email or mail a copy directly to your home. There is no fee for a volunteer to obtain this certification.	Every 5 years
PA State Police Criminal Record Check	epatch.state.pa.us	Click on the new record check (volunteers only) link. Clearance can be obtained with results available within a few minutes. There is no fee for a volunteer to obtain this certificate. Print out the actual certificate.	Every 5 years
Federal Criminal Background Check (FBI fingerprint) applies if: <ul style="list-style-type: none"> You lived outside PA in the last 10 years You do not currently live in PA You are a paid employee of school/parish 	https://uenroll.identogo.com/	Click on the link to the left. Enter the following service code: For employees: 1KG6TR For volunteers: 1KG6Y3 Click on schedule or manage appointment and complete the required information. Fee: \$22.60 For fingerprint locations please visit the following website: https://www.identogo.com/locations/pennsylvania	Every 5 years
Disclosure Statement for Volunteers (if fingerprint does not apply to you)	Form	If you are a volunteer, you are required (by the State of PA) to submit a signed Disclosure Statement for Volunteers. This form is available in the school office or in the rectory. Fill out the form, sign, forward one copy to school.	Every 5 years
Attend: Safe Environment Training – “Protecting God’s Children”	www.virtus.org/virtus	On the website review a list of dates and location and register for a session. Attendance must be completed within 30 days of beginning service to children. After completion, please submit a copy of your “Standards for Ministerial Behavior” received at the training site. The training quiz component for Information and Technology is no longer required. An Acknowledgement form must be signed and turned in.	Never – this is a one-time training session.

Mandated Reporter Training	https://learning.childyouthprotecti.on.org/login/index/php	Register and complete the training, which is presented in 3 modules, taking approximately one hour. Additionally, if your Mandated Reporter Training was completed before February 2015, you will need to reach the brochure "PROMISE to PROTECT" and print and sign the Mandated Reporter Acknowledgement Form. Download a copy of your certificate of completion, make copies and forward to office.	Never – this is a one-time training session.
Act 126 Online Training Course	www.pdesas.org First time users click 'Register for Account' in the top right corner. Returning users click 'Login' in the top right corner	Once logged in, choose "my SAS" tools from the upper right corner. Select PD Center then select Course Catalog. Select Act 126 from the drop down menu. Select the course that pertains to you (Teacher, Administrator or Staff Member). Complete the course and print out the certificate. The individual should keep the original certificate and submit a copy to the school administration. If you have any problems registering for the course, contact the Department of Education Help Desk, and they can walk you through the process: Phone: 1-877-973-3727 Email: helpdesk@pdesas.org	Never – this is a one-time training session.
Coaches Orientation Session	Cyophilly.org	All coaches of CYO sanctioned sports must also attend a Coaches Orientation Session which is hosted at various times during the year. A copy of the Certificate should be on file in school office. CYO coaches, heads and assistants must attend prior to their second year of coaching. In the first year, an online coaching program may be taken. There will be a certificate at the end to be printed.	Never – this is a one-time training session.

KEEP A COPY OF ALL OF THESE CLEARANCES IN YOUR POSSESSION. YOU NEVER KNOW WHEN YOU WILL BE ASKED AGAIN FOR THEM.