

**NATIVITY OF OUR LORD**  
**SAFE ENVIRONMENT PROGRAM REQUIREMENTS**  
**FOR ALL VOLUNTEERS**

The Archdiocese of Philadelphia requires every parish to be in full compliance with the Commonwealth of Pennsylvania requirements for background checks and clearances, as well as the Archdiocesan policy for background checks and clearances. All volunteers are required to have their clearances **PRIOR** to the start of volunteering.

***Below is a breakdown of the requirements for all volunteers. Any questions or concerns should be directed to the Safe Environment Coordinator, Donna Ludovico, at [dludovico@noolp.org](mailto:dludovico@noolp.org)***

**1. Child Abuse Clearance (renewed every 5 years)**

- a. Go to <https://www.compass.state.pa.us/CWIS>
- b. Click “Create Individual Account”. The “Keystone Key” is a user name you create. Follow the systematic instructions for creating a password. Keep a record of your user key and password to access your results.
- c. Follow the instructions, answering all of the questions in the application and submit it
- d. In about 10 to 14 days, you will receive an email telling you that your results are available. Use your user key and password to access your results. Download the certificate and print it.
- e. A copy of the certificate must be submitted to the Safe Environment Coordinator.

**2. Pennsylvania State Police Criminal Background Clearance (renewed every 5 years)**

- a. Go to [epatch.pa.gov/home](http://epatch.pa.gov/home)
- b. Click “New Record Check – Volunteer”
- c. Follow the instructions to complete your application
- d. Click on the Control Number to review your results
- e. Click on “Certification Form” and print the certificate. Submit a copy of the form to the Safe Environment Coordinator.

**3. FBI Fingerprint Clearance or Volunteer Disclosure Statement (renewed every 5 years)**

- a. If you are a resident of Pennsylvania for more than 10 years, you need to read and sign the Volunteer Disclosure Statement given to you by the Safe Environment Coordinator.
- b. If you are a resident of Pennsylvania for less than 10 years, you need to obtain an FBI Fingerprint Clearance
  - i. Go to [www.identogo.com](http://www.identogo.com) – register using the service **code 1KG6ZJ**
  - ii. Make an appointment and have your fingerprints taken at one of the locations of your choosing.
  - iii. Send a copy of your receipt to the Safe Environment Coordinator, so that you can begin volunteering.
  - iv. In approximately 3 or 4 weeks, you will receive a letter, which is your clearance from the FBI. A copy of this letter/clearance must be sent to the Safe Environment Coordinator.

**4. Safe Environment Training Part 1: Protecting God's Children Class (only taken once)**

- a. Go to [www.virtusonline.org](http://www.virtusonline.org)
- b. Look for "Philadelphia Archdiocese" for the registration.
- c. Select a location of your choosing for the training. The training is a 3-hour class that you must attend in order to obtain your certificate.
- d. At the end of the class, you will be given a certificate, which must be turned in to the Safe Environment Coordinator.
- e. There are also options for online trainings as opposed to in-class trainings. If you attend an online training, your certificate will automatically be sent to the Safe Environment Coordinator.

**5. Safe Environment Training Part 2: Mandated Reporter (only taken once online)**

- a. Go to [www.childyouthprotection.org](http://www.childyouthprotection.org)
- b. Click on "training institute" to find the Mandated training
- c. After you complete the training, print your certificate immediately
- d. Send a copy of the certificate to the Safe Environment Coordinator

*If you need assistance with any of the above trainings/certifications, please contact Donna Ludovico, the Safe Environment Coordinator at [dludovico@noolp.org](mailto:dludovico@noolp.org) If you do not have the means to print your documents, please contact Donna for assistance.*

Please remember to keep a copy of your clearances and training certificates for your own files and send a copy to Donna Ludovico via email or drop them off at the parish center or the school in an envelope marked to Donna's attention. Thank you!

**From the Archdiocese Office of Child and Youth Protection website:**

"Volunteers are always welcome in our schools and are a valued member of our team. As part of the Safe Environment Policy, all volunteers, without exception, must complete all the background checks and clearances on this page. This includes parents who will only be in the school once or twice."