



# Pope John Paul II HIGH SCHOOL

## Employment requirements for **NEW** and **EXISTING** staff

- **PA State Police Criminal Record Check**- <https://epatch.pa.gov/home> click on "record check", then "new record check" follow instructions
- **Department of Human Services Child Abuse History clearance check**: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) and create a new account. Follow instructions please print the certificate for school records and your own records.
- **(FBI Fingerprints) Department of Human Services-Office of Children, Youth and Families**. All required current and/or prospective employees or volunteers should select the DHS-OCYF option. Go to <https://uenroll.identogo.com/>
  - The following are codes needed to register:
    - 1KG6TR is the code for PDE Pennsylvania Department of Education (non- public school) **Employees.**
      - Click on Schedule or manage appointments and complete the required information.
  - Payment is to be made at the time of fingerprinting
  - For fingerprint locations please visit the following website: <https://www.identogo.com/locations>
- **Safe Environment Training Session**:
  - Part One: Protecting God’s Children and Review of the Technology Addendum
    - Please register for Child and Youth Protection’s webpage: [www.childyouthprotection.org](http://www.childyouthprotection.org). Click on “Training Institute,” login (if new to site, you will need to register), click on Training Selection (under Main Menu), click on “Start Registration” which is located at the bottom of the listing. Follow the registration instructions. This site contains the official training sessions that are available.
  - Part Two: Mandated Reporting of Suspected Child Abuse training is completed on-line.
    - To complete training, go to [www.childyouthprotection.org](http://www.childyouthprotection.org). Click on “Training Institute,” login, click “Online Trainings,” and follow directions given on screen.

### Clearance Renewal Requirements

All required clearances, including FBI, must be renewed every 5 years. Volunteers who have been a resident of Pennsylvania for at least 10 years must renew their FBI fingerprint clearance until they reach 10 years of residency in Pennsylvania. Once the volunteer meets the 10 year residency requirement, they must complete a Disclosure Statement Application for Volunteers which must be submitted every 5 years.

**\*Please submit all certifications forms relating to the aforementioned Safe Environment Program to Heather Derecola, [heather.derecola@pjphs.org](mailto:heather.derecola@pjphs.org) OR to main office\***