



## **Diocese of Altoona-Johnstown**

### **Prospective Volunteer Background Check**

All prospective volunteers of the Diocese of Altoona-Johnstown Elementary Schools must complete / provide results of the following background checks:

#### **Youth Protection**

The prospective volunteer must register and complete an on-line course in youth protection. The prospective volunteer must go to the Diocese of Altoona-Johnstown website at [www.dioceseaj.org](http://www.dioceseaj.org) and then select the Youth Protection tab, following the directions thereafter. Once the prospective volunteer has successfully completed the Youth Protection Course and the documentation of such completion has been sent by the prospective volunteer to the Diocese, the Diocese will so advise the Principal.

#### **PA Child Abuse Clearance (Act 151)**

The prospective volunteer must complete and submit the Pennsylvania Child Abuse Clearance Form directly to the Department of Public Welfare. The form is CY 113 and can be found at [www.dhs.state.pa.us](http://www.dhs.state.pa.us) and going to the "Find a Form" tab. Prospective employees may also submit for this clearance online at <https://www.compass.state.pa.us/CWIS>. The results of the check will be submitted to the prospective volunteer who in turn must provide the original copy of these results to the Principal of the school. The Principal of the school must provide a copy of these results to Diocese (Education Office).

#### **PA Criminal History Check (Act 34)**

The prospective volunteer must complete a criminal background check by registering at <https://epatch.state.pa.us> and submitting the original copy of the results to the Principal of the school. The Principal of the school must provide a copy of these results to the Diocese (Education Office).

Volunteer duties may not begin until the Diocese (Education Office) has all of the aforementioned documentation and advises the Principal.

### **Continued Volunteering**

Should a volunteer in a school setting wish to continue volunteering after three (3) years of service, he / she must submit for renewal of both the PA Child Abuse Clearance and the PA Criminal History Check. The new clearances must be within 36 months of the initial clearance dates. If updated clearances are not provided before 36 months expire, the volunteer may not participate in activities with children until the updated clearances are provided. However, single 30-day grace period is allowed for the provisional use of a volunteer who has applied for clearances. This may only be used one time per volunteer.

The Diocese (Education Office) will notify the Principal via letter / email approximately six (6) months prior to the expiration date of current clearances to ensure their awareness that updated clearances will be due. Volunteers will be provided a deadline that may not be exactly 36 months from their initial clearance date, as notifications will be grouped together based on the month of expiration.