

Procedures for obtaining needed CLEARANCES for employment or volunteerism:

Attend Archdiocesan **SAFE ENVIRONMENT/PROTECTING GOD'S CHILDREN** class, by registering at Virtus.org. Be sure to return the white copy of the STANDARDS OF MINISTERIAL BEHAVIOR AND BOUNDARIES form to the Parish or School Office.

After attending the SAFE ENVIRONMENT/PROTECTING GOD'S CHILDREN Class, take the **Information and Communication Technology Addendum** training module at [www.aoptraining.org](http://www.aoptraining.org). After successful completion, you will receive an email notification. Print two copies of this notification. One should be retained for your personal files. The other should be returned to the Parish or School Office.

File for your **Criminal Record Clearance** from the State of Pennsylvania at <https://epatch.state.pa.us/Home.jsp>. There is a \$10 fee. Your clearance will be generated, in most cases, immediately. Bring a copy of the clearance to the Parish or School Office.

While at the Parish or School Office, complete a **Child Abuse History Clearance** form and sign the attached sheet. We will process this clearance for you by mail. When the clearance is sent back to us, we will forward the original to you for your records.

***Additional clearances or certification may be needed. Please consult your individual ministry or group representative for criteria.***