

## **Youth Protection Requirements for all Adult Volunteers at St. Teresa of Calcutta School**

**In order for any adult to volunteer at STC, the following documents must be completed and submitted:**

- PA State Criminal History Check
- PA Child Abuse History Check – Childline/DHS
- FBI Report – *all adult volunteers who have NOT been continuous residents of the state of PA for the duration of the last 10 years*
- Adult Unpaid Position Disclosure Statement (1650)
- Diocese of Harrisburg On-line Training Course

**To access all documents and trainings, you may go to:**

stck8school.org → (select) Parent Resources → (select) Youth Protection

*\*The listed documents are hyperlinks and, when clicked on, will take you directly to the site to complete the paperwork*

You may also visit: hbgdiocese.org → (select) Youth Protection → (select) Adult Volunteer Requirements

***All completed documents must be submitted to Mrs. Julie Deal in the McSherrystown Campus Business office.***

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### PA State Criminal History Check

*There is no fee for volunteers*

After selecting the link:

- Select “conduct a patch check” link  
~*There are additional instructions/tips located under ‘Volunteer Instructions’*
- Select “submit new record check”
- Check the box to “Accept terms and conditions” and check that you are a volunteer
- Fill in the forms with your personal information  
~*The criminal history check will produce immediate results. Once completed,*
- Select the “control #” that is to the left of your name
- Once the results are shown, select the “certification form”
- Print and/or save the document

### Child Abuse History Check

*There is no fee for volunteers; however, if you have received a free history check within the last 57 months, you will be required to pay \$13 for this clearance.*

After selecting the link:

- Under “DHS electronic submission”
- Select “Electronic submission via DHS”
- Select “Create an individual account”
- Select and fill in the forms with your personal information
- Create a Keystone ID  
~ *You will be emailed a temporary password*
- Return to “Individual Login”
- Select “Access Clearances”
- Login with temporary password that you were emailed
- Verify your account
- Select Device
- Change your password from the temporary password to a new password you create
- Login with your changed, personal password
- Click to “Accept terms”
- Select “Create a Clearance Application”
- Select “Volunteer” and type location: “St. Teresa of Calcutta School”
- Fill in your information
- You will receive an email notification that you will receive the outcome of your review within 14 days. There is a link within the email that will allow you to review your application at any time
- When the results are ready to view, you will receive a second email with a link to the results; these results can be viewed for the next 30 months at any time
- Print and/or save the document

## Youth Protection Requirements for all Adult Volunteers at St. Teresa of Calcutta School

### **FBI Report**

*Required for volunteers who have not been continuous residents of PA for the duration of the last 10 years*

### **Adult Unpaid Position Disclosure Statement (1650)**

- Print out document
- Select whether or not you have been a resident of PA for the duration of the last 10 years
- Sign your name at the bottom of the document with a witness present; witness must also sign the document
- Complete the remainder of the personal information

### **On-line Training Course**

*This course takes several hours to complete; you may leave the training at any time and resume when able, completing as time permits per your schedule.*

After selecting the link:

- Create a password for your account
- Read the code of conduct
- Click on the link to go to the University of Pittsburgh website
- Register on this site; you will receive an email with your username and password to login
- Return to the site, using the link within the email, and login
- Complete the content of the course, which includes information within slides, short quizzes, reference information and videos