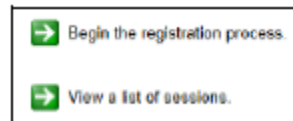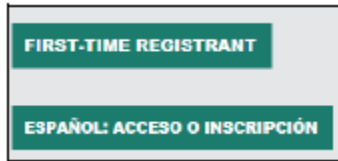Dear Volunteer,

Thank you for your interest in volunteering at Providence Heights Alpha School! Volunteers are an important part of the school community, and we are very grateful to parents and family members for their willingness to assist in various activities. Our families truly are the heart of our school and we appreciate all they do to make Alpha a wonderful place for our children!

Providence Heights Alpha School, the Diocese of Pittsburgh, and State Law require all individuals to meet certain guidelines before volunteering. We know there are many steps and that the process takes a lot of precious time, but please know that these guidelines are in place to ensure that we are providing the safest possible environment for our children.

To be eligible, the following records must be on file in the main office before any individual may volunteer:

1._____   COMPLETED DATABASE APPLICATION

Database applications can be completed online by going to www.virtus.org. On the left side of the screen, click on "**First-Time Registrant**" to begin registration. To proceed, click on "**Begin the registration process**."

Select the name of your organization "**Pittsburgh – Diocese"** (from the pull down menu, by clicking in the downward arrow and highlighting your organization.) Once your organization is highlighted, click "**Select**"

The Access Code for a first time user for our Diocese is "**protect**". Create a User ID and Password you can easily remember. *The diocese suggests using your email address as your User ID to make it easier to remember.* Then, click "**Continue**" to proceed.

Be sure to provide ALL the information requested on the screen and DO NOT CLICK the BACK BUTTON or you will have to start all over again. Click "**Continue**" when you are done to save the information.

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location. Please choose "**Providence Heights Alpha School**." Click "**Continue**" to proceed. Select the role "**School Volunteer.**" Click "**Continue**" to proceed.

To add other secondary locations select "Yes" (such as your parish), or select "No" if Alpha is the only place you volunteer.

When completing the database application, please make sure that you read and electronically sign the **"Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania"** by clicking **"Confirm."** Please do the same for the "**Code of Pastoral Conduct and Declarations.**"
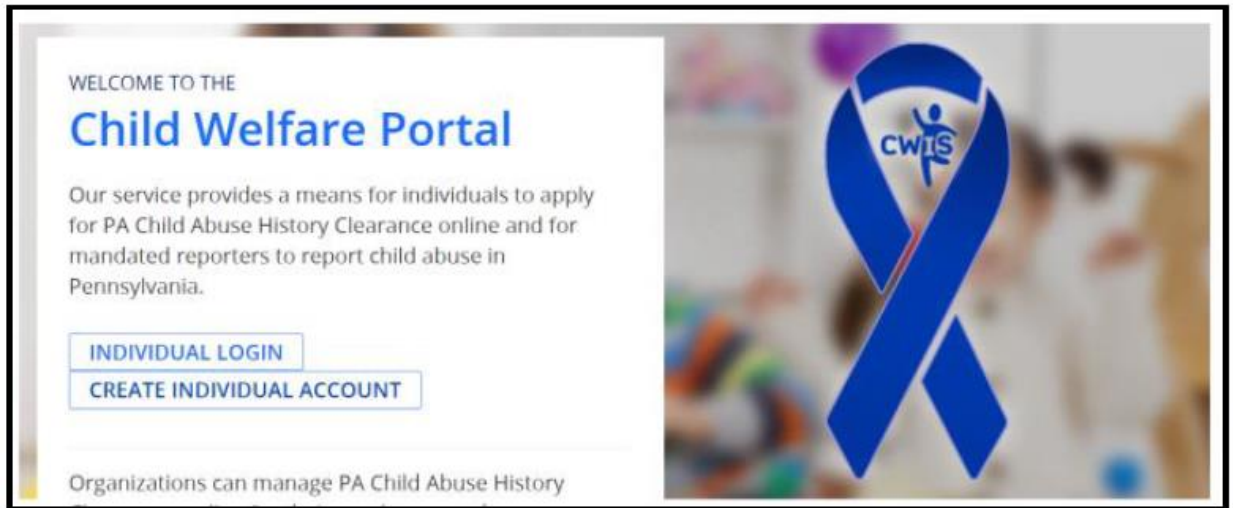
2._____   PENNSYLVANIA STATE POLICE CRIMINAL RECORD (ACT 34)

The Criminal Record Clearance will be generated automatically by the Diocese of Pittsburgh once the online application (above) has been completed. *(Renewal required every five years.)*

3._____   PENNSYLVANIA CHILD ABUSE CLEARANCE (ACT 151)

To complete the Child Abuse Clearances please click on the "Online Application" link or go to www.compass.state.pa.us/cwis/public/home. *Please DO **NOT** complete a paper application as they can take up to 2 months to process.*

To apply online you will need to create an account in the Child Welfare.

4._____   FINGERPRINTING (ACT 153)

As you work through the Database, there are 3 questions you must answer before doing your fingerprint clearance…

Have you lived in Pennsylvania for at least 10 consecutive years?

○ Yes
○ No

Continue

Have you lived in Pennsylvania for the past ten years? If you said "YES"?

If you have lived in Pennsylvania for the past ten years, fingerprinting is **not necessary**. However, you do need to complete and sign the attached **Disclosure Statement Application for Volunteers** form by clicking "**Confirm**." Then, print, sign, and return the form to Heather Parker for your file. Please note that a paper copy MUST be turned into school for your file, for it to be considered complete. *(Renewal required every 5yrs)*

Diocese of Pittsburgh, PA

Disclosure Statement Application for Volunteers

PDF

Disclosure Statement Application for Volunteers

☐ I will download, print and sign this document and then return it to my local safe environment coordinator.

Continue

If you said "NO"?

If you currently live out-of-state or have moved to Pennsylvania within the past ten years, fingerprinting **is required**. You will see this screen…

You must complete an FBI Clearance

FBI Clearance Codes

Parish Volunteers	Use code 1KG6ZJ
School Employee	Use code 1KG6TR
Preschool/Child Care Services Employee	Use code 1KG738
School Volunteer	Use code 1KG6Y3
Parish Employee	Use code 1KG756
Central Administration Employee	Contact Colleen Murin cmurin@diopitt.org
Clergy	Contact Colleen Murin cmurin@diopitt.org

Click here to begin your FBI Clearance

The FBI Clearance form will open in a new tab.

Once you are finished with the FBI Clearance, close the tab only. DO NOT CLOSE THE BROWSER!

There will be additional steps on this page after you complete the FBI Clearance.

Or you can go to https://uenroll.identogo.com/. Use service code **1KG6ZJ** for Catholic School Volunteers. Click on "**Schedule or Manage Appointment**."

- **Photo Identification:** Click on *"What do I need to bring to enrollment?"* to choice the photo identification you wish to bring to the fingerprint enrollment location. Applicants will **not** be processed if they cannot produce acceptable photo identification.
- **Payment:** For now, payments must be made on site when the applicant goes to be fingerprinted. The only methods of payment that will be accepted are credit card, money order and business check.
  *Note: Credit cards must display the name of the applicant in order to be accepted for payment. The fee is **$23.50**.

Please be sure to take your registration information to any of the locations listed on the website https://uenroll.identogo.com/workflows/111VVQ/locator/location to have your fingerprints taken. *(Renewal required every five years.)*

CLASSES

*(Please note that **Both Classes** must be completed)*

5._____ **PROTECTING GOD'S CHILDREN (VIRTUS®) CERTIFICATE**

All volunteers are required to complete the VIRTUS® training program, "Protecting God's Children," at either a diocesan-sponsored class or through the VIRTUS® online training course **within 90 days of filing their database application**.
If you have not previously attended a "Protecting God's Children" session within the Diocese of Pittsburgh, click "NO" and you will be presented with a list of upcoming VIRTUS *Protecting God's Children* sessions.

It takes 3 hours, but can be stopped and started so you can do it over the course of several days.

Once you have completed the class, please send a copy of your certificate to the office.

6._____ **ONLINE MANDATED REPORTER TRAINING FOR MANDATED REPORTERS**

In accordance with Pennsylvania law, revised and effective November 1, 2015, the Diocese of Pittsburgh Safe Environment Policy requires all school volunteers to complete the online Mandated and Permissive Training Course **within 90 days of filing their online database application**. To complete please click on the "**Online: Mandated Reporter Training**" link or go to www.reportabusepa.pitt.edu.

You will need to create an account to begin the training. **Click** on the **green circle** to begin the **Online Training.** It takes 3 hours, but can be stopped and started so you can do it over the course of several days. Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Once you have completed the class, please send a copy of your certificate to the office.

Thank you for your attention to this very important matter. If you have any questions regarding this process, please do not hesitate to contact Leslie Beck at lbeck@alphaschool.org or call the school office at (412) 366-4455.

Providence Heights Alpha School
Safe Environment Team