

**DIOCESE OF ALLENTOWN
OFFICE FOR SAFE ENVIRONMENT**

February 2017

SAFE ENVIRONMENT REQUIREMENTS CHECKLIST

Do all employees have the following? Do all volunteers of a child care service, school or a program, activity or service, responsible for a child's welfare or volunteers having direct contact with children have the following?

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH))
(dated 2015 or later, then good for 5 years)
- 2. Pennsylvania Child Abuse History Certificate**
(dated 2015 or later, then good for 5 years)
- 3. Federal Bureau of Investigation Criminal Background Fingerprint Check** (18+ years old)
(dated 2015 or later, if through DHS, less than 365 days old if PDE – good for 5 years)
- 4. Signed Acknowledgment form for Diocese's Sexual Abuse Policy**
(dated May 2014 or later)
- 5. Signed Acknowledgment form for Diocese's Code of Conduct**
(dated May 2014 or later)
- 6. Protecting God's Children attendance certificate**
- 7. Certificate from Mandated Reporting Training**
(dated 2015 or later, then good for 5 years)
- 8. Motor Vehicle Report – if driving**
(less than five (5) years old)