



**DIOCESE OF ALLENTOWN  
OFFICE FOR SAFE ENVIRONMENT**

February 2018

**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 June 16, 2017 going forward)
- 6. Protecting God's Children attendance certificate**
- 7. Certificate from Mandated Reporting Training**  
(dated 2015 or later, then good for 5 years)
- 8. Acknowledgement Form for Child Protective Services Law Policy**
- 9. Motor Vehicle Report – if driving**  
(less than five (5) years old)