



DIOCESE OF ALLENTOWN
SECRETARIAT FOR CATHOLIC HEALTH, HUMAN SERVICES
AND YOUTH PROTECTION

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SAFE ENVIRONMENT SCHOOL VENDOR & CONTRACTOR REQUIREMENTS CHECKLIST

Contractors: Special Education Service Provider, Mental Health Provider, Private Duty Nurse, Student Teacher, CB Physicians/Dentist, Athletic Trainers, and similar positions.

Vendors: Roofers, Construction Workers, Architects, Sprinkler Operators, Mechanics, Electricians, Enrichment Camp, Theatre Coaches, contracted Bus Drivers, and similar positions.

Act 114 Requires school vendors and contractors including bus drivers, cafeteria workers, school nurse, anyone providing a service inside a school, who will have contact with children to submit the following:

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – new volunteers please complete **PATCH** online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](http://www.pennsylvania.gov/patches)
- 2. Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the **Pennsylvania Child Abuse History Certificate**: <https://www.compass.state.pa.us/cwis/public/home> .
- 3. Federal Bureau of Investigation Criminal Background Fingerprint Check** (18+ years old)(less than one year old, recheck every 5 years) –Register for the fingerprint at <https://uenroll.identogo.com> During registration, set appointment for fingerprint scanning at a nearby public site. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese when you receive it.
- 4. Signed Acknowledgment form for Diocese’s Sexual Abuse Policy**, policies can be reviewed at: <http://www.allentowndiocese.org/the-diocese/youth-protection/>
- 5. Signed Acknowledgment form for Diocese’s Code of Conduct**, policies can be reviewed at: <http://www.allentowndiocese.org/the-diocese/youth-protection/>
- 6. Protecting God’s Children attendance certificate**, only needs to be done once, please see attached directions. Print certificate of completion
- 7. Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. Please see attached directions. Print certificate of completion. ***Under Pennsylvania law, any person having direct contact with school children is considered a mandatory reporter and is required to report reasonable suspicion of child abuse. “Direct Contact” is defined as the possibility of care, supervision, guidance, or control of child/children.***
- 8. Acknowledgement Form for Child Protective Services Law (CPSL) Policy**. Review the Diocese of Allentown’s Child Protective Services Law Policy (attached) and sign the acknowledgement form.