

Saint Jerome Church  
215-333-4461

Dear –

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

As you are aware, any person who may have any possible contact with children must comply with PA State and Archdiocesan Safe Environment requirements. These are: completing both PA State Criminal history and PA Child Abuse history every 5 years, attending a training session called “Protecting God’s Children - Awareness Sessions for Adults,” and signing/returning the “Standards of Ministerial Behavior and Boundaries” acknowledgment form. The Technology Addendum Training, Mandated Reporter Training, Mandated Reporter Acknowledgement form, Arrest/Conviction form (Act24) and FBI fingerprint every 5 years (**Volunteers who have been a PA resident for less than 10 years must obtain FBI clearance every 5 years and PA residents for more than 10 years (consecutively) must sign an FBI Disclosure form every 5 years**). Our parish is now reviewing our files to ensure complete compliance. According to our records, the documentation checked below is missing from your file or an update is needed. **Please return the information to the Parish Business Office (The Rectory) A.S.A.P.**

1. \_\_\_\_\_ **PA State Police Criminal Background Check** <https://epatch.state.pa.us/Home.jsp>
2. \_\_\_\_\_ **Child Abuse Clearance** <http://www.dhs.state.pa.us> or [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
3. \_\_\_\_\_ **Federal Criminal History Record (FBI Fingerprints)** [www.pa.cogentid.com](http://www.pa.cogentid.com)
4. \_\_\_\_\_ **Attendance at “Protecting God’s Children-Awareness Sessions for Adults” with Technology Addendum training session Register on line at [www.virtusonline.org](http://www.virtusonline.org)**
5. \_\_\_\_\_ **Signed “Standards for Ministerial Behavior” Acknowledgement Form**  
Acknowledgement form given to you at the training session
6. \_\_\_\_\_ **Technology Addendum on line at [www.childyouthprotection.org](http://www.childyouthprotection.org) click “Information”**  
Then Charter and Standards, then Technology Addendum English. Read and sign the form.  
This is included in “Protecting God’s Children” after 7/1/11
7. \_\_\_\_\_ **Mandated Reporter Training ([www.childyouthprotection.org](http://www.childyouthprotection.org)) click on “training institute”**
8. \_\_\_\_\_ **Mandated Reporter Acknowledgement Form (Available at the Rectory if needed)**  
This is included in The Mandated Rpt. Training after 2/1/2015
9. \_\_\_\_\_ **FBI Disclosure Form (For Volunteers PA Resident for 10 years or more)**

If you need information on how to obtain any of the above requirements please contact (*St. Jerome Rectory 215-333-4461*.) We have been instructed by the Office of Child and Youth Protection that Employees/Volunteers are considered ‘inactive’ in service to the youth of our parish for all those who are not in compliance. As soon as the requirements above are completed, you may resume your ministry to the children of our parish.

We appreciate all that you do. Thanks for your cooperation in gathering this information. If you have any further questions, please contact [*Roseann*].

Sincerely, Roseann/Safe Environment Coordinator