

Saint Bede Athletic Association



VOLUNTEER CLEARANCE PROCESS

The SBAA operates its activities in accordance with Diocese of Pittsburgh and Pennsylvania laws regarding the protection of children and young people. We have a 100% compliance policy and will not make exceptions in this area.

All volunteers must complete the following steps to have all of the appropriate clearances:

DIOCESE REQUIREMENTS

1. Register in the Diocese's "Safe Environment Database," by going online, and completing an application at https://www.eappsdb.com/Login.asp?ORGZ_KEY=39

*You will need to register first if you haven't done so already, which can be done from the same page, and you'll need an access code which is "PROTECT"
2. Take a "Protecting God's Children Workshop" either online or in person. You can register for classroom training by going online and registering at http://virtusonline.org/virtus/reg_list2.cfm?theorgid=15497&theme=0. Online course can be taken at https://www.virtusonline.org/virtus/protecting_children.cfm.
3. Read, Sign the last page of the Code of Pastoral Conduct, and turn in the signed page to Judy Meyers at the St. Bede's Rectory. Download documents from the "Essential Documents Each Parish Should Have At All Times" on the Diocese website at <http://www.diopitt.org/office-protection-children-and-young-people/essential-documents-each-parish-should-have-al>.
4. Read and sign the last page of the "Reporting of Child Abuse Protective Services Law" and turn in the signed page to Judy Meyers at the St. Bede's Rectory. Download documents from the "Essential Documents Each Parish Should Have At All Times" on the Diocese website at <http://www.diopitt.org/office-protection-children-and-young-people/essential-documents-each-parish-should-have-al>.
5. Coaches are also required to complete the *Play Like a Champion Today* course. These courses are offered by the Diocese several times a year. This requirement only applies to coaches.

PA STATE REQUIREMENTS

6. Complete the PA DPW Child Abuse History Authorization and Clearances Forms, and turn into Judy Meyers at the St. Bede's Rectory (she submits to state with fee). Form at [CY113 form – English Child Abuse Clearance](#) or complete online at <https://www.compass.state.pa.us/CWIS>.

Saint Bede Athletic Association



7. Complete the PA State Police Criminal Record Check form, and turn into Parish Secretary at the St. Bede's Rectory (Secretary submits to state with fee). Form at [Pennsylvania State Police Request for Criminal record Check Form \(SP4-164\)](#) or online at <https://epatch.state.pa.us/Home.jsp>.
8. If a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, complete [Disclosure Statement for Volunteers](#). If not a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, complete FBI Criminal Background Check at www.pa.cogentid.com//index_dpw.htm.
9. Complete the **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania** online course. The course can be found at https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2 1