

Independence Mission Schools

Requirements for Volunteers and Partners



Any Possible Contact with Children and Youth:

Required Background Checks and Clearances – **PRIOR** to Beginning Service

All background checks and clearances must be renewed every 60 months.

1. Pennsylvania Criminal Background Check <https://epatch.state.pa.us/> (free one time every 5 yrs)
2. Pennsylvania Child Abuse History Clearance <https://www.compass.state.pa.us/cwis/public/home> (free one time every 5 yrs)
3. Federal FBI Fingerprint Check or Disclosure–
 - Those who have not been Pennsylvania residents for 10 continuous years - <https://uenroll.identogo.com/> **Volunteers use code: 1KG6Y3**
 - Those who have been Pennsylvania residents for 10 continuous years – complete PA Disclosure Statement Application for Volunteers
4. Mandated Reporter Acknowledgement
 - Review Mandated Reporter brochure and sign acknowledgment form.

Regular Contact with Children and Youth: (contact of about 2-4 times a month, once every week or two)

Items 1 through 4 from above AND 5 through 8 below:

Required Training - Within 90 Days of beginning Service

5. Safe Environment Part 1 – Protecting God’s Children (PGC)**
 - Register at <https://www.virtusonline.org>
 - This certificate previously a beige card, starting 9/2017 and forward a diploma certificate.
6. Standards of Ministerial Behavior and Boundaries (SMB)
 - This is a carbon copy acknowledgement form that is given at PGC training.
 - This is not a certificate of attendance but an acknowledgment that the person will abide by the Standards of Ministerial Behavior and Boundaries (code of conduct).
7. Technology Addendum
 - If PGC was completed after 7/1/11 this is on the SMB acknowledgement form
 - If PGC was completed prior to 7/1/11 and the cert is missing the Tech Addendum Acknowledgement Form must be completed and the Tech Addendum reviewed can be found on [OCYP](#) website.
8. Safe Environment Part 2 – Mandatory Reporting of Suspected Child Abuse v2.0 –
 - Visit www.childyouthprotection.org or [To Complete Click Here](#)
 - If v2.0 has not been completed previous versions conducted by the AOP are accepted but contingent upon reviewing the updated Mandated Reporting brochure and signing the Mandated Reporter Acknowledgment.

****Safe Environment – Archdiocese of Philadelphia**

Safe Environment Training and acknowledgement of the Standards of Ministerial Behavior & Boundaries is required. Training is only completed once. Please contact the [Office for Child and Youth Protection at the Archdiocese of Philadelphia](#) (OCYP) for duplicate certificate request or for transferability evaluation if has been previous completed another diocese within the United States. Ph: 215-587-2466 – Due within 90 days of service start date.

Pennsylvania Department of Education Suggested Training:

Mandated Reporter Training - Can be completed free online: www.reportabusepa.pitt.edu