

**DIOCESE OF ALLENTOWN  
OFFICE OF CATHOLIC HEALTH,  
HUMAN SERVICES, AND YOUTH PROTECTION  
OFFICE OF THE SECRETARY  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA 18105-1538**

**SAFE ENVIRONMENT SCHOOL VOLUNTEER REQUIREMENTS CHECKLIST**

1. **Federal Bureau of Investigation Criminal “DHS” Background Fingerprint Check** (less than one year old, recheck every 5 years). **The volunteer code – 1KG6ZJ.** Please go to <https://uenroll.identogo.com> to pre-register and schedule an appointment. After having the prints taken, provide a copy of your receipt to Emilia Barutia for verification.
2. **Pennsylvania State Police Criminal Record Check (PATCH)** (Less than one year old, recheck every 5 years) – volunteers/employees please complete PATCH online <https://epatch.pa.gov>
3. **Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the Pennsylvania Child Abuse History Certificate go to <https://www.compass.state.pa.us/cwis/public/home> . Please submit the certificate to Mrs. Emilia Barutia.
4. For the **Mandated Reporter Training**, visit the following website: [reportabusepa.pitt.edu](http://reportabusepa.pitt.edu) Simply register to begin the course requirements. **Keep a copy of your certificate and provide a copy to Emilia Barutia.** NOTE: You do not have to do this training session in one sitting. The site allows you to come back and begin where you left off.
5. For the **National Sex Offender Registry Check** complete and submit the form to the email provided in the instructions. Once you receive the certificate, please provide a copy of the certificate to Mrs. Emilia Barutia.  
[National Sex Offender Registry \(NSOR\)](#)
6. For the **Protecting God’s Children** visit the diocesan website for a current class schedule: [Virtus online training.pdf \(allentowndiocese.org\)](#). Pre-registration is required at most classes. A copy of your attendance certificate must be submitted to Mrs. Emilia Barutia.
7. **2022 Diocese of Allentown Sexual Abuse:**
  - Please read the policy and sign the acknowledgement (see attachment)
8. **2022 Diocese of Allentown Code of Conduct:**
  - Please read the policy and sign the acknowledgement (see attachment)
9. **2022 Diocese of Allentown Social Media and Electronic Communication**
  - Please read the policy and sign the acknowledgement (see attachment)

#### 10. Child Protective Services Law:

- Read policy: <https://echalk-slate-prod.s3.amazonaws.com/private/schools/2690/resources/fa02288e-a861-44e2-91d4-73514eae51a?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1833466778&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Child%2520Protective%2520Services%2520Law%2520%2520%2520Flowchart.pdf%22&response-content-type=application%2Fpdf&Signature=QTZMbBiiEDYQamZAW750VuosMfA%3D>
- Please sign the acknowledgement and submit it to Mrs. Emilia Barutia: <https://echalk-slate-prod.s3.amazonaws.com/private/schools/2690/resources/e931dce0-3ed3-4b69-a9b9-7d5d5de261f9?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1833201952&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Child%2520Protective%2520Law%2520Form.pdf%22&response-content-type=application%2Fpdf&Signature=ifA9cvbKyZtdVYp3jYjJDz%2F%2FwFs%3D>

#### 11. Motor Vehicle Report: This form is only applicable if you are driving children.

For questions regarding the volunteer clearances, please contact:

**Emilia Barutia, Bookkeeper**

Email: [ebarutia@st-mikes.com](mailto:ebarutia@st-mikes.com)

Phone: (610) 867-8422