

## Please follow these necessary steps to complete the Safe Environment Clearance Process

<p><b>1. Complete Safe Environment Application online at <a href="http://www.diopitt.org">www.diopitt.org</a> - Access code is “protect”</b></p> <p>*Follow steps below table to complete application. Be sure to complete each section of the application. Please read and “sign off” on the Code of Pastoral Conduct and Reporting of Child Abuse and Child Protective Services Law of Pennsylvania educational portions.</p>
<p><b>2. State Police Clearance</b></p> <p>Your State Police Criminal Record Check will be automatically processed after you complete and submit your safe environment application.</p>
<p><b>3. Attend or take online: Protecting God’s Children (PGC) Workshop</b></p> <p>Check <a href="http://www.diopitt.org">www.diopitt.org</a> for a complete listing of live sessions or you may take the workshop online. Go to <a href="http://www.diopitt.org">www.diopitt.org</a> for the link. Register as a new user. Print your certificate of completion at the end and present to Safe Environment Coordinator.</p>
<p><b>4. Pennsylvania Child Abuse History Clearance</b></p> <p>Safe Environment Coordinator will provide forms to complete after online application is submitted. Please return your completed forms to the Safe Environment Coordinator at the parish office.</p>
<p><b>5. FBI (fingerprinting) Clearance or Waiver</b></p> <p>Check with your Safe Environment Coordinator for waiver or more information on how to register for a fingerprint record check. Volunteers who have lived continuously in Pennsylvania for the past 10 years can sign a Volunteer Request for Waiver &amp; be exempted from the fingerprinting requirement. Otherwise please visit <a href="http://www.identogo.com">www.identogo.com</a> to register for a fingerprint check. Service Code for a school volunteer: 1KG6Y3, Service Code for a parish volunteer: 1KG6ZJ</p>
<p><b>6. Mandated Reporter Training</b></p> <p>Applies to clergy, school employees, <b>school volunteers</b>, other employees and volunteers who, on the basis of their role are responsible for the welfare of a child or have regular contact with children (Athletic Coaches, Catechists, Youth Ministry Volunteers, Scouting Leaders, Chaperones, Childcare Givers, etc.)</p> <p>Online &amp; live training sessions – link can be found at <a href="http://www.diopitt.org">www.diopitt.org</a> Register as a new user. Print your certificate of completion at the end of the final section and provide copy for Safe Environment Coordinator.</p>

\*Go the website for the Diocese of Pittsburgh at [www.diopitt.org](http://www.diopitt.org). The access code you will need is ***“protect”***. Scroll-down the left hand side of the home page to the ***“Protecting God's Children”*** menu and click on ***“Safe Environment Database”***. This will take you to the application login page.

1. At the top of the login page go to “click here” to register and create user ID/password (keep for future reference).
2. You will now be at the “New User Registration” screen, and all fields under this will require entry except for the email address.
3. In the “Primary Site” field, select the entity where you do the majority of your work or ministry. The “Type of Application” requires you to check whether you are an employee or volunteer. The “User ID” field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The “Password” field is similar, and you will be asked to type it in twice.
4. This will take you to the “access code field” where you enter the diocesan password – “protect”
5. In the “First Name” and “Last Name” fields, type in your name as it appears on your driver’s license. In the “Date of Birth” field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.
6. Click the “Register” button. You should receive a message that you have successfully registered.
7. Then, click on the underlined link “Please click here to login and continue your application.”
8. At the Login Page enter your User ID and Password, and click “Login.” This will take you to the “Application Screen” for you to fill out your application. Be sure to complete each section then click the SUBMIT BUTTON to register your application. If you should have any questions please contact: Marcella Lantamzn, St. Joan of Arc Safe Environment Coordinator at [sjaoffice@comcast.net](mailto:sjaoffice@comcast.net) or the Safe Environment Coordinator at your parish.