



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 **MINOR EMPLOYEE REQUIREMENTS CHECKLIST**

All Minor's who are employed must have the following:

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – employees please complete **PATCH** online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.state.pa.us) please click on “New Employee Record Check”, OR send your completed “Background Authorization Form” to punger@allentowndioocese.org
- 2. Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the **Pennsylvania Child Abuse History Certificate**: <https://www.compass.state.pa.us/cwis/public/home> . A payment code is available through your Local Safe Environment Coordinator (LSEC) or your CYO Representative.
- 3. Signed Acknowledgment form for 2022 Diocese of Allentown Sexual Abuse Policy** which can be reviewed at: <https://www.allentowndioocese.org/sites/default/files/2023-01/SexualAbusePolicy2022.pdf>
- 4. Signed Acknowledgment form for 2022 Diocese of Allentown Code of Conduct Policy** which can be reviewed at: <https://www.allentowndioocese.org/sites/default/files/2023-01/CodeofConduct2022.pdf>
- 5. Signed Acknowledgment form for 2022 Diocese of Allentown Social Media and Electronic Communications Policy** which can be reviewed at: <https://www.allentowndioocese.org/sites/default/files/2023-01/SocialMediaPolicy2022.pdf>
- 6. Protecting God's Children** attendance certificate. Minors attending a Catholic High School, do not need PGC training until after graduation. Minor employees (under 18) that do not attend a Catholic High School must complete Protecting God's Children Training: https://www.virtusonline.org/virtus/reg_0.cfm?theme=0 .
- 7. Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. MRT training needs be completed if the minor is employed in the Aftercare or Preschool Programs.
- 8. Acknowledgement Form for Child Protective Services Law (CPSL) Policy.** Review the Diocese of Allentown's Child Protective Services Law Policy (attached) and sign the acknowledgement form.
- 9. Signed Background Check Authorization Form**, attached. The State Police check will be submitted using the information from the background authorization form.
- 10. National Sex Offender Registry Check**, must be done if the minor is employed in Aftercare or Preschool.

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