

## **GUIDELINES FOR CLEARANCES**

All persons who have direct contact with students whether as an employee, a coach, or a volunteer **MUST** apply for the following clearances **BEFORE** they assume their duties.

**Criminal Background Check**  
**Child Abuse History Clearance**  
**FBI Federal Background Check** (Only if being paid)  
**Code of Pastoral Conduct**  
**Child Protective Services Law**  
**Arrest/Conviction Report**  
**Protecting God's Children Workshop**

### **Register on the Diocesan Database**

Go to [www.diopitt.org](http://www.diopitt.org) Homepage  
Scroll down to **Protecting God's Children**  
Scroll down to **Safe Environment Database**  
Scroll down to **Instruction Card**  
(The Instruction Card will provide you with instructions on how to log on and complete the information on the Diocesan Database)

### **Criminal Background Check**

Once you complete the Diocesan database application, a Criminal Background Check will be automatically processed through the Pennsylvania State Police

### **Child Abuse History Clearance**

On the Homepage, scroll down to **Office for Protection of Children and Young People**

Click on **Essential Documents**

Find **Code of Pastoral Conduct** booklet, read it, print out and sign the acknowledgement page, and mail it to Central Catholic High School

Under the same heading, scroll down to **PA Child Abuse History Clearance** form

Print out a copy of the **Child Abuse** clearance application form

Fill it out completely and mail it together with a money order in the amount of \$10 to the address listed on the form

When you receive the clearance in the mail, make a copy and mail it to Central Catholic High School

Under the same heading, click on **Reporting of Child Abuse and Child Protective Services Law of PA**, read the booklet, print out and sign the acknowledgement page, and mail it to Central Catholic

Scroll down and click on **Protecting God's Children Workshops**

Here you will find a list of dates and sites offering this workshop as well as the Registration Form. After completing the workshop, mail a copy of the Certificate you receive to Central Catholic

### **Arrest/Conviction Report**

Stop in Office "A" at Central Catholic to read and sign this form

### **FBI Federal Background Check**

This clearance is required **only if you are being paid** for your position. Stop in Office "A" for instructions