

Nativity of Our Lord Parish Safe Environment Requirements

Volunteers and employees of Nativity of Our Lord who have any involvement with children must have up to date (MUST BE UPDATED EVERY 5 YEARS) copies of their Criminal Record Checks and Child Abuse Clearances in their parish office file. The PA State Police Criminal Record Check clearance must be processed first and a copy is required to process your Child Abuse Clearance Check.

PA State Police Criminal Record Check - \$ 10 Fee

To obtain immediate results:
<https://epatch.state.pa.us/Home.jsp>

To download form:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458621&mode=2>

PA Department of Public Welfare - Child Abuse Clearance Check - \$10 Fee

To download form:

http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

Safe Environment Class

You must also attend a Safe Environment Training Session entitled "Protecting God's Children". This class runs 2 ½ hours.

To help you obtain your clearances and locate a training session go to:

http://archphila.org/protection/SafeEnv/sep_main.htm

Information and Communication Technology Addendum

As an employee or volunteer of the Archdiocese of Philadelphia you are also now required to complete additional training that introduces the *Information and Communication Technology Addendum to the Standards of Ministerial Behavior and Boundaries*. The *Information and Communication Technology Addendum* provides clear guidelines for appropriate digital communication with youth in the Archdiocese of Philadelphia.

The training module you need to complete is web-based. Registration information and complete instructions can be accessed at www.aoptraining.org. After successful completion, you will receive an e-mail notification. Print two copies of this certification. One should be retained for your personal files. The other should be placed in your file in the parish office. **THIS MANDATORY TRAINING MUST BE COMPLETED NO LATER THAN JUNE 30, 2011.**

Mandated Reporter Training

The Mandated Reporter training is required for all clergy, deacons, volunteers (includes all CYO coaches, assistant coaches, etc.) and employees of the Archdiocese of Philadelphia, who during the course of their ministry come into regular contact with children. Regular contact is defined by the Archdiocesan policy as once a week.

All Archdiocesan employees who come into regular contact with children (defined as at least once a week) must complete a **3 hour training session**. Volunteers who come into regular contact with children must complete a **1 hour session**.

*****Any employee or volunteer that has not completed this mandatory training as of the last session in November will not be able to continue working/volunteering on behalf of the Archdiocese.**

Participants may obtain a full listing of training site locations, dates and times and register online at <http://bit.ly/AOPMandatoryReporterTraining>.

CYO Coaches' Additional Requirement

Catholic Coaching Essentials Course. The class is designed to familiarize coaches with both the basic approach to being an effective youth sports coach and the Catholic framework from which we carry out this ministry. For a schedule of 2011-2012 classes visit the Junior CYO website or www.oyya.org

* Before coaching any CYO team, all head and assistant coaches must attend the Coaches Orientation seminar in person during the first year prior to the start of the sport. If you are a **FIRST YEAR COACH** and cannot personally attend a Coaches' Orientation prior to the beginning of the sport you will be coaching, you **MUST** complete the Online Catholic Coaching. Essentials (BEFORE coaching at all) AND also attend the next available Coaches Orientation class within the next 3 months.

Once you receive your Certificates of Completion please bring it turn it into the school or parish so a copy may be placed in your file.

Nativity School clearances – turn into the school office. Contact Trish Johnson at 215-675-2820.

PREP clearances – turn into the prep office. Contact Anne Stolarik or Brenda Dougherty at 215-672-5316.

Nativity Parish clearances – turn into the parish office or rectory office. Contact Cheryl Kress at 215-675-1925.

CYO clearances – turn into the parish office or rectory office. Contact Cheryl Kress at 215-675-1925.

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