

To: _____

CC: Cheryl Kress

FROM: Jennifer Boag

DATE:

Dear PREP Volunteer,

In keeping with the policies set forth by the Archdiocese of Philadelphia, all volunteers are required to obtain the following clearances. The following are missing from your file and we ask that you obtain these documents as soon as possible or, if needed, attend a training session as soon as possible. This information must be submitted to the parish and archdiocese.

Your prompt help will be appreciated.

- _____ PA Criminal Check (expires every **5 years**) (PREP office will complete on-line)
- _____ Child Abuse Clearance (expires every **5 years**)
- _____ Attend Safe Environment Training Class/Information & Communication Technology Addendum (one time class). Go to www.virtusonline.org to register and see where sites are available for training.
- _____ If you previously attended a Safe Environment Training, but did not do the ICTAC (online addendum) you must read the Information and Communication Technology pamphlet (attached) and call Cheryl Kress at the Parish Center (215-675-1925) to receive verification that you have read and will abide by the standards. (You will need to sign a form and return to PREP office).
- _____ Mandatory Training Session (return certificate of completion to PREP)
 1. Go to www.archphila.org
 2. Click on Protecting Children and choose Office for Child & Youth Protection
 3. Scroll down to Training Institute
 4. Register and take online training class
 5. After completion, print out certificate for PREP file
- _____ Arrest/Conviction Report (signature required on form). Return to PREP Office.