

Safe Environment Instructions Checklist

All Volunteers are required to complete this process

Safe Environment Coordinator (SEC) - 412-381-0212 or safe-environment@smomp.org

For the Database and other links go to the Diocese of Pittsburgh website www.diopitt.org - at the top of the page is the Safe Environment tab

All of these links and documents can also be found on our parish website under the Ministry tab at www.smomp.org/ministries/safe-environment

- 1 - Safe Environment Database/PA State Police Clearance/Code of Pastoral Conduct/Child Protective Services Law. Complete the Checklist in the Database:**
 - The instruction card (*attached to this checklist*) indicates how to access the Safe Environment Database – the access word for first time users is “protect”
 - Complete all the information requested in the online Safe Environment Database and submit it, including reviewing and digitally signing the documents for the *Code of Pastoral Conduct* and *Reporting Child Abuse and The Child Protecting Services Law for PA*

- 2 – Clearances – Apply and Obtain Pennsylvania Child Abuse History Certification (Renewal Required every 5 years)**
 - Obtain and complete both *Pennsylvania Child Abuse History Certification* application and the *Consent/Release of Information Form for the Pennsylvania Child Abuse History Certification*, so the clearance can be sent directly to our parish
 - Both can be found on the diocesan or our parish website, or obtained from the SEC
 - Sign them and send them to: ChildLine and Abuse Registry, Department of Human Services, P.O Box 8170, Harrisburg, PA 17105
 - No fee is required for Volunteers
 - *Alternatively, the SEC may give you a code and instructions to do this online*

- 3 - FBI Finger Printing or Waiver (Renewal Required every 3 years)**
 - **Waiver** - If you have lived in PA for the past 10 years, are not a paid parish employee, and have no criminal history, you can sign a Waiver and return it to the SEC
 - The Waiver can be found on the diocesan or our parish website, or obtained from the SEC
 - Sign and submit to the SEC
 - **Finger Printing** - If you do not qualify to sign the waiver (see above) you will need to be fingerprinted for FBI Clearance
 - Go to <http://www.pa.cogentid.com> and click on “Pennsylvania Department of Human Services” box
 - Pay with your own credit/debit card and submit receipt to our parish for reimbursement

- Print the application and take to a place that does FBI finger printing – There is a list of locations on the Cogent site. The closest to our parish is The UPS Store, 3945 Forbes Ave Pittsburgh, PA 15213
- Submit Clearance to the SEC once you have received it

4 – *Protecting God's Children* class On-line or Live:

- Go to Diocese or parish website and choose either On-line Class or Live Class for Protecting God's Children
- Submit certificate to the SEC after taking the training

5 – If you are involved in a ministry that has direct contact with Children (check with the SEC if you have doubt if this is you) then you must also have Mandated Reporter Training On-line or Live:

- Go to Diocese website or parish website and choose either On-line Class or Live Class for Mandated Reporters
- Submit certificate to the SEC after taking the training

6 – Contact the Safe Environment Coordinator to verify that all the required items have been completed

Online Database Instruction Card

1. Go to the website for the Diocese of Pittsburgh at www.diopitt.org - use the "Safe Environment" tab at the top of the home page and click on "Safe Environment Database". This will take you to the application login.
2. At the top of the login page click on the underlined [click here](#) where it says, "If you do not have a user id and password, please [click here](#) to register."
3. You will now be at the "New User Registration" screen, and all fields under this will require entry except for the email address.
4. In the "Primary Site" field, select the entity where you do the majority of your work or ministry [*St. Mary of the Mount*]. 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.
5. This will take you to the "access code field" where you enter the diocesan password.
[The password is: "protect"]
6. 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.
7. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.
8. Then, click on the underlined link where it says, "Please [click here](#) to login and continue your application."
9. 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.