

## Youth Protection Instructions

Saint Catherine Labouré Parish is very committed to insuring that all of our volunteers who provide care, supervision, guidance or control, and have routine interaction with children, receive the proper training and clearances according to Harrisburg Diocesan Policy.

The following instructions are for all volunteers of Saint Catherine Labouré to help you obtain the required background clearances, *prior* to involvement with youth.

Please note that ALL forms must be reviewed and approved by the Harrisburg Diocese prior to an individual being granted a valid youth protection badge.

### Start

- Log in to youthprotectionhbg.com
- Select Training & Screening
- Scroll to bottom of the page
- Select *Info on required clearances & background checks*
- Select Adult Volunteer Requirements
  - Select Adult School or Adult Parish

### PA State Police Criminal History Check

- Select PA State Police Criminal History Check
- Select Conduct a Patch Check
- If you are a volunteer select New Record Check (Volunteers Only)
- Complete form **\*\*No charge for volunteers\*\***
- Select *Certification Form* to print your certificate

### PA Child Abuse History Clearance-ChildLine/DHS

- Select PA Child Abuse History Check-ChildLine/DHS
- Select How to Complete the DHS application to review the process
- Select Electronic Submission via DHS or download the paper form (CY113 Form)
- Complete the form **\*\*No charge for volunteers\*\***

### Adult Unpaid Position Disclosure Statement

- Print disclosure statement  
**\*\*\*Please read first page of disclosure statement carefully\*\*\***
- Check either:
  - You have been a resident of PA for 10 continuous years
  - You have not been a resident of PA for 10 continuous years
    - Must complete an FBI Report
- Print neatly
- Sign your form in the presence of a witness (both must sign)

### FBI Fingerprint Based Background Checks

**\*\*\*Volunteers: Only complete if you have not been a PA resident for 10 continuous years\*\*\***

- Select FBI Check
- Under REGISTRATION select <https://uenroll.identogo.com>
  - Enter the service code: **1KG6ZJ New/Current Volunteers**
  - Select Schedule or Manage Appointment

- Answer the questions & fill in your information
- **Please send the ID# received at registration and a copy of the results to Margaret Bollinger (mbollinger@sclhbg.org)**

### On-line Training Course

- Sign in or select Registration if it's your first visit to the site
- Under Training read the Code of Conduct
- Watch the Welcome Video
- After reading the introduction to 'Recognizing & Reporting Child Abuse: Mandated & Permissive Reporting in PA Online Training Course', click the link at the bottom of the page to access the University of Pittsburgh website
- Select *Click here* to access the Training Course & Register
- Select Registration at the top of the screen
- Fill in the information
- Follow the prompts to start the course

\*This is a timed course that will take 3 hours. At the end of each section you may choose to take a break or continue. If you take a break your information is saved at the point you left off.

- Near the end of the training be sure to choose Mandated Reporter not Permissive Reporter to complete the full 3 hour course
- Print the certificate

### Minor Volunteers (14-17 years old)

- Follow the first four steps under **Start (on first page)**
- Select Minor Volunteer Requirements
- Watch *Jesus is Working Through You* video
- Select the Youth Protection Learning Management System to register
  - Send a confirmation email to the youth protection coordinator stating you watched the video and registered in the Diocesan system

### Completion

- Email or drop off all clearance documents to the parish office
  - Send to [mbollinger@sclhbg.org](mailto:mbollinger@sclhbg.org)
- Approval from the Diocese must occur before a person can begin to volunteer
  - Upon approval you will receive a badge that must be worn while volunteering
    - Badges may be picked up in the parish office Monday-Friday 8 am-4:30 pm