

Saint Vincent Archabbey,
College and Seminary
Department of Public Safety
724-805-2311

Child Abuse Clearance Process

1 Purpose:

The purpose of this document is to establish the guidelines for the Child Abuse Clearance process.

2. Background:

In an effort to protect and ensure the safety of minors Saint Vincent employee, students or volunteers who may come in contact with minors for overnight stays or camps are **required to complete the Child Abuse Clearance Process.**

3. Contact Information:

Wendy Black, Background Clearance Coordinator.

email: wendy.black@stvincent.edu

telephone 724.805.2534.

The Background Clearance Coordinator will be contacted to set up a group session for more than one student or an individual session.

4. Mandated Reporter Training:

4.1 Depending on the type of program you are being cleared for, you may need to have mandated reporter training. If you do, the mandated reporter training must be completed before proceeding to step 5. The training certificate must be given to the Background Clearance Coordinator, prior to the clearance session.

4.2. Mandated reporter training can be taken online through the University of Pittsburgh Child Welfare Resource Center.

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=911

5. Clearance Session:

At the clearance session, the following will be accomplished.

5.1. Pennsylvania Criminal History Record Check.

<https://epatch.state.pa.us/Home.jsp>

5.2. Pennsylvania Child Abuse Clearance

<https://www.compass.state.pa.us/cwis/public/home>

Register with Identogo to get fingerprinted for Federal Bureau Investigation (FBI) background clearance.

<https://uenroll.identogo.com/>

If time permits and depending on the number of applicants' fingerprints can be taken after the session or an appointment can be made to meet with the Background Clearance Coordinator.

6. Documents:

6.1. Any documents received in the clearance process such as Child Abuse Clearance certificate or FBI clearance must be brought to the Background Clearance Coordinator.

6.2. Once all the necessary documents are obtained the process is completed and you are cleared.

6.3. Public Safety will maintain a file of all documents in the Public Safety Office

**All Education students must submit a copy to the
EDUCATION OFFICE (PREP HALL)**