

APPLYING FOR CLEARANCES

According to the Department of Human Services - Clearances are required for an employee or unpaid volunteer at a minimum of every 60 months from the date of the oldest clearance. Clearances may be required more frequently based on licensure or employer requirements.

Here is the links for each clearance

- [Pennsylvania Child Abuse History Clearance](#)
- [Pennsylvania State Police Criminal History Clearance](#)
- [Federal Bureau of Investigations \(FBI\) Criminal History Clearance](#)
(required for all employees and some volunteers)

For the FBI Clearance you will need a service code: Use 1KG738

These links and additional information can also be found on the Department of Human Services Keep Kids Safe website

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

MANDATED REPORTER TRAINING - every 5 years

This training is for all volunteers and employees who work with children/youth weekly and/or overnight.

This training is **MANDATED** for all employees, including ministers, RECOMMENDED for volunteers.

Most volunteers are mandated (required) to report child abuse under the new law.

Training will:

- 1) define mandated reporters vs. permissive reporters (those who choose to report)
- 2) teach procedure for reporting suspected child abuse

This is free online training designed to take 3 hours. Go to www.reportabusepa.pitt.edu.

Upon completion of the online training, a certificate is available to download. Please submit a copy of the report to the presbytery and church and keep a copy for your records.