



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH, HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX FALLENTOWN, PENNSYLVANIA 18105-1538

SAFE ENVIRONMENT SCHOOL VENDOR & CONTRACTOR CHECKLIST

Contractors: Teacher, Special Education Service Provider, Mental Health Provider, Private Duty Nurse, Student Teacher, CB Physicians/Dentist, Athletic Trainers, and similar positions.

Vendors: Roofers, Construction Workers, Architects, Sprinkler Operators, Mechanics, Electricians, Enrichment Camp, Theatre Coaches, contracted Bus Drivers, and similar positions.

Act 114 Requires school vendors and contractors including bus drivers, cafeteria workers, school nurse, and anyone providing a service inside a school, who will have contact with children to submit the following:

1. **Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – new employees please complete PATCH online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.state.pa.us/cjis/patches/home) Required for both Contractor and Vendors.
2. **Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the Pennsylvania Child Abuse History Certificate: <https://www.compass.state.pa.us/cwis/public/home> Required for both Contractor and Vendors.
3. **Federal Bureau of Investigation Criminal Background Fingerprint Check** (18+ years old)(less than one year old, recheck every 5 years) Register for the fingerprint at <https://uenroll.identogo.com> . During registration, set an appointment for fingerprint scanning at a nearby public site. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese when you receive it. Required for both Contractor and Vendors.
4. **Signed Acknowledgment form for Diocese's Sexual Abuse Policy**, policies can be reviewed at: <https://www.allentowndiocese.org/sites/default/files/2023-01/SexualAbusePolicy2022.pdf>, Required for Contractors
5. **Signed Acknowledgment form for Diocese's Code of Conduct**, policies can be reviewed at <https://www.allentowndiocese.org/sites/default/files/2023-01/CodeofConduct2022.pdf> Required for Contractors Signed Acknowledgment form for 2025 Diocese of Allentown Social Media and Electronic Communications Policies which can be reviewed at <https://www.allentowndiocese.org/sites/default/files/2025-07/Social%20Media%20%26%20Electronic%20Communications%20Policies.pdf>
6. **Protecting God's Children attendance certificate**, is recommended but not required. This training only needs to be done once, please see attached directions. Print certificate of completion. Required for Contractors
7. **Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. Please see attached directions. Print certificate of completion. *Under Pennsylvania law, any person having direct contact with school children is considered a mandatory reporter and is required to report reasonable suspicion of child abuse. "Direct Contact" is defined as the possibility of care, supervision, guidance, or control of child/children.* Required for those Contractors having direct contact with children
8. **Acknowledgement Form for Child Protective Services Law (CPSL) Policy**. Review the Diocese of Allentown's Child Protective Services Law Policy (attached) and sign the acknowledgement form. **This is not required but it is recommended.**
9. **Nation Sex Offender Registry Check**, must be less than a year old and completed every five years Requested for those who have direct contract with children. <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/2024-06-14-cy-1001-national-sex-offender-registry-nsor-application-english.pdf>

