DIOCESE OF ALLENTOWN



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

SAFE ENVIRONMENT MINOR EMPLOYEE REQUIREMENTS CHECKLIST

All Minor's who are employed must have the following:

1.Pennsylvania State Police Criminal Record Check (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – employees please complete PATCH online at: Pennsylvania Access To Criminal History - Home (state.pa.us) please click on "New Employee Record Check", OR send your completed "Background Authorization Form" to punger@allentowndiocese.org

- 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. A payment code is available through your Local Safe Environment Coordinator (LSEC) or your CYO Representative.
- 3. Signed Acknowledgment form for 2022 Diocese of Allentown Sexual Abuse Policy which can be reviewed at:

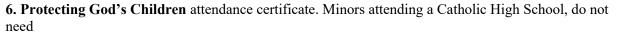
https://www.allentowndiocese.org/sites/default/files/2023-01/SexualAbusePolicy2022.pdf

4. Signed Acknowledgment form for 2022 Diocese of Allentown Code of Conduct Policy which can be reviewed at:

https://www.allentowndiocese.org/sites/default/files/2023-01/CodeofConduct2022.pdf

5. Signed Acknowledgment form for 2025 Diocese of Allentown Social Media and Electronic Communications Policy which can be reviewed at:

https://www.allentowndiocese.org/sites/default/files/2025-07/Social%20Media%20%26%20Electron ic%20Communications%20Policies.pdf



PGC training until after graduation. Minor employees (under 18) that do not attend a Catholic High School must complete Protecting God's Children Training: https://www.virtusonline.org/virtus/reg 0.cfm?theme=0.

- 7. Certificate from Mandated Reporting Training (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. MRT training needs be completed if the minor is employed in the Aftercare or Preschool Programs.
- **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.
- **9. Signed Background Check Authorization Form,** attached. The State Police check will be submitted using the information from the background authorization form.
- 10. National Sex Offender Registry Check, must be done if the minor is employed in Aftercare or Preschool.
- 11. If applicable the signed use permission slip allowing use of electronic communications and social media.

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