



All persons who have direct contact with students, whether as an employee, coach, moderator, or volunteer **MUST** obtain the following clearances **BEFORE** they assume their duties. **No exceptions will be made to this policy. All steps must be completed within 3 months of the submission of your application, or it will be archived.**

**Please note: Clearances do not transfer from outside of the Diocese. If you have volunteered within the Diocese before, please Sara Budacki ([sbudacki@centralcatholichs.com](mailto:sbudacki@centralcatholichs.com)) know before beginning the process.**

All volunteers must:

- Register on the Diocesan Database:
  - Go to [www.virtusonline.org](http://www.virtusonline.org) and follow the registrations for School Employees/Volunteers attached to this document.
  - The access code is register is **PRAYER**. Your primary site will be Pittsburgh: Central Catholic High School.
  
- Code of Pastoral Conduct Signature Page
  - You will sign this digitally through your Virtus account, however a physical copy is also required to be completed. Please see this packet and/or your original clearance email.
  - This document must have a physical signature and cannot be accepted with a digital signature on the PDF.
  
- Child Protective Services Law Signature Page
  - You will sign this digitally through your Virtus account, however a physical copy is also required to be completed. Please see this packet and/or your original clearance email.
  - This document must have a physical signature and cannot be accepted with a digital signature on the PDF.
  
- Pennsylvania Child Abuse History Clearance
  - To obtain the Child Abuse History Clearance go to <https://www.diopitt.org/school-employee> and follow bullet point number 2. You may elect to do a paper application or an online application.
  - When the results are available, print and return a copy to [sbudacki@centralcatholichs.com](mailto:sbudacki@centralcatholichs.com). This must be renewed every 5 years.

1. FBI Federal Background Check
  - If you are a volunteer, request and complete the Volunteer Request for Waiver and return to [sbudacki@centralcatholics.com](mailto:sbudacki@centralcatholics.com). This is for volunteers who have lived in Pennsylvania for 10 consecutive years. For those volunteers who have not lived in the state of Pennsylvania for at least 10 years, you will need to register your fingerprints (<https://uenroll.identogo.com/> code: **1KG6ZJ**).
  
2. Act 126 Mandated Reporter Training
  - This training is a requirement for all volunteers and employees. The course may be taken online. (You will need to register first, if you have not already taken the course before): <https://www.reportabusepa.pitt.edu/>.
  - Print your certificate and return to [sbudacki@centralcatholics.com](mailto:sbudacki@centralcatholics.com).
  - This must be renewed every 5 years.
  
3. Protecting God's Children for Adults Course
  - The course may be taken in person or online. It will need to be renewed every 3 years.
  - The link for the online course is through your Virtus account.
  - If you choose to do the course in person, please register through your Virtus account.
  - Once completed, print or email your certificate and return to [sbudacki@centralcatholics.com](mailto:sbudacki@centralcatholics.com).

Please reach out to Sara Budacki ([sbudacki@centralcatholics.com](mailto:sbudacki@centralcatholics.com)) with any questions or concerns during this process. You will be contacted via email once all paperwork has been received, processed, and you are cleared to volunteer.

**All paperwork must be submitted and email confirmation received before having any interaction with any Central Catholic student including, but not limited to meetings, practices, trainings, presentations, meets, mentorships, etc.**