Welcome to Villa Maria Academy High School. The following documents are required:

- [ ] Request for Criminal Record Check (Within the last two years)
  
  https://epatch.state.pa.us/

- [ ] PA Child Abuse History Clearance (Within the last two years)
  (See detailed instructions below)

- [ ] Fingerprinting (www.pa.cogentid.com) Necessary if you reside outside of PA or if you have lived outside of PA during the previous ten years immediately preceding the date of the start of your intent to volunteer. Choose Dept. of Education to register online. If you have not lived outside of Pennsylvania during the previous ten years, sign the attached affidavit.

- [ ] Safe Environment (Part 1) “Protecting God’s Children” (This is an on-site course)
  Go to: http://childyouthprotection.org; Click on Staff/Volunteers, Required Training to Register
  Please provide proof that you have registered and will complete this course within 90 days..

- [ ] Safe Environment (Part 2) “Mandated Reporting of Suspected Child Abuse” (This is an online course)
  Go to: http://childyouthprotection.org; Click on Staff/Volunteers, Required Training to Register.

- [ ] Sexual Misconduct/Abuse Disclosure Release – PDE Act 168 of 2014 This form is to be signed by any previous employers. You fill out the form and send it to them. They can return it to VMA. The form can also be accessed at http://www.caiu.org/Libraries/Miscellaneous%20Documents/PA%20168%20(3).sflb

- [ ] Acknowledgement of receipt from Villa Maria Academy and reviewed:
  - Standards of Ministerial Behavior and Boundaries
  - Addendum to the Standards of Ministerial Behavior and Boundaries Information and Communication Technology

All of the above required documents have been received on ____________,

By ________________________________.

Department: __________________________
PA Child Abuse History Clearance. The Child Abuse History Clearance can be done online.

- Go to this link: [http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm)

- Under “Electronic Submission” click on “Child Abuse History Clearance Online”

- Click on “Create a New Account” (FYI When it asked for first name, it really means just first name, even if it is a double name)

- The ID you create will need.

- After you fill in the information it will send you an email with a temporary password.

- Repeat steps 1 and 2 then click on Login. On the next screen, click “access my clearances”

- Scroll down and click “continue”

- Use the ID you created and the temporary password they sent you.

- It will prompt you to create a new password (it needs at least one number, a capital letter, and a symbol)

- After you submit your new password it will take you back to MY PA Child Abuse History Clearances -- click on Create Clearance Application

- On the first page choose “School Employment” as the reason.

- Proceed to fill out the information. When asked if your school has an account, click “No” then you will be prompted to enter your credit card information.

- Print out the email that says you applied.