

Safe Sanctuaries Clearances and Training Process
Updated: April 2016

- ___ 1. **Go to CUMC website**

- ___ 2. **Complete Clearances**
 - a. **PA State Police Background Check (Use Volunteer Clearances Button)**
 - i. Print 2 copies of the **certification form** (you should see the state seal in the background)
 - ii. One copy is for your records, the other should be handed in.
 - b. **Department of Human Services**
 - i. Create a log-in and password for the system
 - ii. Complete the VOLUNTEER clearance
 - iii. Once the system processes your information, you will receive a link to print out the results. It may up to 14 days to process. Print 2 copies of the **certification form**
 - iv. One copy is for your records, the other should be handed in.

- ___ 3. **Complete Affidavit OR FBI Criminal History**
 - a. **Affidavit:**
 - i. If you have lived in PA for 10 consecutive years, you may affirm that you have not committed any of the crimes listed on the form.
 - ii. The form must be notarized. Joanna Hayes, church secretary, is a notary. Please come in during church office hours to have her to do this.

 - b. **FBI Criminal History: Cost \$25.75**
 - i. If you have lived outside the state in the last 10 years, you must complete this step
 - ii. Go to <https://www.pa.cogentid.com>
 1. Click on block: *PA Department of Human Services*
 2. Under Registration
 - a. Click on *Register Online*
 - b. Reason for Clearance: *Employment with significant likelihood of regular contact with children*
 - iii. The report will come in the mail – Original must be reviewed by church for verification of authenticity, and a copy is made. You will receive your original back for your own records.

- ___ 4. **Online training/quiz**
 - a. Three part video series on CUMC Safe Sanctuaries Website
 - i. Part 1: Safe Sanctuaries Policy (13:07)
 - ii. Part 2: Definitions (22:19)
 - iii. Part 3: Reporting and After (22:15)
 - b. Online Quiz – Answer 7 of 10 questions correct to pass; answers will automatically be submitted to the church office and a staff member will be reply to you within a week.

- ___ 5. **Submit all reports/certificates and receipt for FBI if applicable** to CUMC staff person in charge of your ministry.