

## Required Background Checks and Clearances

ALL BACKGROUND CLEARANCES/ CERTIFICATES AND SIGNED FORMS ARE  
TO BE SENT TO

Reverend Patrick J. Brady, Vice Rector

Questions: please contact Rita Ann Pfeiffer at 610-785-6539 or [rpfeiffer@scs.edu](mailto:rpfeiffer@scs.edu)

### 1. Federal Criminal Background Check (Fingerprinting)

Obtain the clearance by using <https://uenroll.identogo.com> – to register, **use service code 1KG738** (Department of Human Services) Once registered, you will search for a location to have your fingerprinting done. Results will be sent to your home address, unless you are a **seminarian** in residence in which case you should **have your results mailed to you at the seminary. *Renewal is required every five years.***

**Major credit cards, Money Orders and Cashier's checks will be accepted on site. No cash or personal checks allowed. Cost: \$23.85. St. Charles Borromeo Seminary will reimburse you for this cost.**

2. PA State Police Criminal Record – <https://epatch.pa.gov> -Office of the Vice Rector will complete this clearance prior to Admissions Review. *Renewal is required every five years.*

3. PA Department of Public Welfare Child Abuse Clearance Check - Payment Code for clearance and instructions are provided by St. Charles Borromeo Seminary. Obtain the clearance by using <https://www.compass.state.pa.us/cwis>. Notification will be sent through your email. **Print Clearance**  
*Renewal is required every five years.*

4. Safe Environment Training, Protecting God's Children – *One and done* (Virtus/Classroom Component). *Option for training in Spanish available.* Go to <https://childyouthprotection.org>. Click on **Staff and Volunteers** in top green navigation bar and in pull down menu select **Required Training**. On the required training page, in upper right corner you will see “To Register for Training.” In the first sentence it will indicate “Click Here.” This will take you to all the locations where the Virtus training is provided. You will be able to register at a location convenient to you. *Option for training in Spanish available. **Note:*** The seminarian acceptance letter will indicate if on campus training is available in August at the beginning of the academic year.

5. Mandated Reporting (Online Training) – *One and done* – *Spanish option available online*  
<https://learning.childyouthprotection.org/login/index.php>. Online Training / Register, (County: Montgomery), (Category of Service: OTHER / Archdiocesan Office / Employee). Find training modules named “Safe Environment Part II” and click on Start Training. Print Certificate upon completion.

6. Arrest/Conviction Form, form PDE-6004 (03/01/2016) available online or go to:  
<https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>

7. Driving Record – Request 3 Year Record – St. Charles Borromeo Seminary will reimburse you for this cost.