CLEARANCES REQUIRED FOR SCHOOL VOLUNTEERS

All clearances and documentation can be presented to the Human Resources Manager on or before the first day of employment. Virtus training has 90-day window from first day of employment. Att: Mrs. Josephine Zabat (JZabat@vmahs.org)

DOCUMENTS:

The following clearances must be obtained by Volunteer:

- **Federal Bureau of Investigation Fingerprint Clearance** (due every 5 years)
  - Fingerprinting https://www.identogo.com Code **1KG6XN** Locations are typically at AAA centers and shipping centers. View website for identogo locations. ($24)

- Request for Criminal Record Check (Within the last 2 years**)**
  State Police Clearance FREE to VOLUNTEERS

- PA Child Abuse History Clearance (Within the last 2 years): FREE to VOLUNTEERS

TRAININGS

Act 126 Child Abuse recognition and Reporting Training https://pdc.pdesas.org/ (need to make an account) The course is available on the Department of Education's SAS Portal. Participants who do not have an SAS Account must first register for one. To register for and view the course, participants must log into the SAS PD Center. A brief assessment will be given at the end of the course. Participants will receive a certificate of completion. Educators holding a Pennsylvania certification will receive Act 48 credit. All content must be viewed prior to taking the assessment and receiving a certificate.

VIRTUS Training: You are required to register & complete these two clearances. Once completed, the certificate needs to be reported to HR Manager. These are not required for onboarding in iSolved but will need to be delivered to the school within 90 days of employment.

REGISTRATION LINK: http://childyouthprotection.org
VIRTUS Safe Environment (Part 1) "Protecting God's Children" and
(Part 2) "Mandated Reporting of Suspected Child Abuse" Online course