



Clearances (All clearances must be dated after the date of hire.)

	Act 151 (PA Child Abuse) • https://www.compass.state.pa.us/cwis/public/home • Create New Account ○ Create a Keystone ID (Username) and fill in information. ○ Follow state instructions to log in and create password ○ Select Role “An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service.
	Act 114 (FBI Fingerprint – registered under PDE) • https://uenroll.identogo.com/ • Choose Digital Fingerprinting • Enter in code 1KG6TR for PDE • Schedule Appointment • Bring one identification document to appointment (examples below) ○ Driver’s License ○ State ID Card ○ U.S. Passport • If being hired in a DHS role, do DHS FBI on page 3 (linked below)
	Act 34 (PA Criminal History) • Pennsylvania Access To Criminal History - Home • Click on “Submit a New Record Check • Fill out information • Print Certificate
	Act 126 Mandated Reporter Training Certificate • Act 31 Online Training School of Social Work ○ Recommended provider
	Act 24 (Arrest/Conviction Report Form) • https://education.dioceseaj.org/wp-content/uploads/2025/02/Act-24-ArrestConvictionForm.docx
	Act 168 Required Employment History Review (Must be completed for current employer and ALL previous employers where you worked with children.) (List all previous employers on back of this form.) • https://education.dioceseaj.org/wp-content/uploads/2025/02/Act-168-Packet-Revised-2.9.2023.docx
	School Personnel Health Record/TB Test • https://education.dioceseaj.org/wp-content/uploads/2025/02/School-Personnel-Health-Record.pdf • If being hired in a DHS role, do DHS Health Assessment on page 3 (linked below)



Youth Protection Documentation

Youth Protection Application https://education.dioceseaj.org/wp-content/uploads/2025/02/Youth-Protection-Application-1.pdf
Youth Protection Code of Conduct https://education.dioceseaj.org/wp-content/uploads/2025/02/Youth-Protection-Code-of-Conduct.pdf
Youth Protection Use of Technology https://education.dioceseaj.org/wp-content/uploads/2025/02/Youth-Protection-Use-of-Technology.pdf
Ministry Reference https://education.dioceseaj.org/wp-content/uploads/2025/02/Youth-Protection-Ministry-Reference.pdf
Virtus Registration/National Background Check VIRTUS® Online - Create User ID - Fill in Demographic Information - Choose location(s) - Chose role(s) you serve - Follow prompts to begin National Background Check.
Virtus: Protecting God's Children Complete protecting God's Children Online Training (1 hour session)

Diocesan-Required Documentation

	Pastoral Reference https://education.dioceseaj.org/wp-content/uploads/2025/02/Pastoral-Reference.doc
	Diocesan Application Employment Application – Diocese of Altoona-Johnstown Human Resources



DHS Documentation/Clearances (DHS Role Only)

NSOR Application

- [NSOR-Verification-Application-DHS.pdf](#)

Act 114 (FBI Fingerprint – must be registered under DHS)

- <https://uenroll.identogo.com/>
- Choose Digital Fingerprinting
- Enter in code 1KG738 for DHS
- Schedule Appointment
- Bring one identification document to appointment (examples below)
 - Driver's License
 - State ID Card
 - U.S. Passport

Disclosure Statement

- [Disclosure-Statement-for-Child-Care-Employment-Revised-1.1.25-DHS.pdf](#)

DHS Health Assessment/ TB Test

- [CD-322-Staff-Health-Assessment-DHS.pdf](#)