

COACHES CLEARANCES & REQUIREMENTS

2022-2023

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(16). Disclosure Statement Application for Volunteers – Sign Off Form

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VOLUNTEER COACHES (Non-Paid Coaches) Clearances Needed

- (1) – One Time (renewed every 60 months)
- (2) – One Time (renewed every 60 months)
- (3) – Not Needed (unless have not lived in PA last 10 continuous years)
- (4) – One Time
- (5) – Must be completed every five years
- (6) - Annually
- (7) – Annually
- (8) – One Time
- (9) – Annually
- (10) – Annually
- (11) – Must be completed every five years

- (12) – One Time on File
- (13) – One Time
- (14) – One Time
- (15) – Only needed for Coaches who are new starting July 1, 2018
- (16) – One Time on File
- (17) – One Time on File
- (18) – Not required for volunteer coaches
- (19) – Not required for volunteer coaches

PAID COACHES Clearances Needed

- (1) – One Time (renewed every 60 months)
- (2) – One Time (renewed every 60 months)
- (3) – One Time (renewed every 60 months)
- (4) – One Time
- (5) – Must be completed every five years
- (6) - Annually
- (7) – Annually
- (8) – One Time
- (9) – Annually
- (10) – Annually
- (11) – Must be completed every five years
- (12) – One Time on File
- (13) – One Time
- (14) – One Time
- (15) – Only needed for Coaches who are new starting July 1, 2018
- (16) – Not required for paid coaches
- (17) – Not required for paid coaches
- (18) – One Time on File
- (19) – One Time on File (required if hired after 7/1/2014, and previously had employment working with children)

Here is a breakdown of how to apply for the clearances:

(1). PA State Police Clearance (ACT 34)

General Link: <https://epatch.state.pa.us/NewRecordCheckAction.do>

** Do not use volunteer link.

** Go to above website and get clearances and submit electronically.

** \$22 fee is paid by the coach.

** Fee is waived for non-paid volunteer coaches

** When you get the returned clearance return a copy to the AD office and keep the original form.

Steps to obtain a PA State Police Criminal Record Check:

1. Choose the gray box "Submit a New Record Check" (requires a credit card).
2. Read the Terms and Conditions and click the Accept button.
3. Complete the Requestor information choosing "Employee" as the reason for the request. Click the next button.
4. Choose Individual Request and click continue.
5. Review the information. Click the back button to make corrections or click the Proceed button.
6. Complete the Record Check Request Form and click Enter this Request (Not entering the Social Security number may cause a delay in the issuing of the clearance).
7. When you are done entering requests click the Finished button.
8. Review the information on the Record Check Request Review page and click Submit button to proceed to the Checkout page.
9. Enter your payment information and proceed.
10. Once processing is complete (Status: no record/record), click on the Control Number hyperlink to view the details of the specific record check.
11. When the Record Check Details page appears, you may print this page for your records and then click on Certification Form for your official clearance.
12. Print your certificate (print 2 copies and keep one for your records).
13. At this point you also have the option of saving the clearance to your computer.

(2). Department of Human Services Clearance (PA Child Abuse) (ACT 151)

<https://www.compass.state.pa.us/cwis/public/home>

** \$13 payment is made by the coach.

** Fee is waived for non-paid volunteer coaches.

** When you get the returned clearance return a copy to the AD office and keep the original form.

Steps to obtain a PA Child Abuse History Certification:

1. Click on Create Individual Account.
2. Create a Keystone ID – print this page for your records.
3. Using your temporary password, log back in and create your own password. Record your password someplace safe.
4. You may be required to log in again in order to apply for the clearance.
5. Read and accept the terms and conditions. Click next
6. Read the Learn More section and click continue.
7. Read Getting Started. You will need the address where you previously lived, names of all individuals with whom you have lived and any previous names you have used or have been known by. Addresses should contain as much information as possible. Click begin.
8. Application Purpose –

Priest, Deacon, Seminarians, Priest/Deaconate Candidate, Non-School Employee: check Individual 14 years of age or older ...

School Employee: check School Employee Governed by Public School Code...

9. Complete the following sections: Applicant Information, Current Address, Previous Address, Household Members, clicking next after each section.

10. Review your application

11. Sign your application and submit the application.

12. Application Payment: check no and click make a payment.

13. Complete the payment information required and click pay with your credit card.

14. You will receive a Status of Submitted Application after submitting payment. Reports can be obtained both online and in the mail.

*If you do not wish to complete the application online you may download, complete, sign and mail in a paper copy. A link to the paper copy can be found in the Getting Started section of the application.

(3). FBI Clearance (ACT 114)

Volunteer Coaches that have NOT lived in PA for the past continuous 10 years & All Paid Coaches

<https://uenroll.identogo.com/>

Steps to obtain the Federal Criminal History Record (Fingerprinting):

1. Enter the correct Service Code:

School employee: 1KG6TR (includes educators and paid coaches)

2. Click on Schedule or Manage Appointment

3. Complete each section of the pre-registration form, selecting next at the end of each section.

Note: The diocese does not issue Authorization Codes for payment. Payment is the responsibility of the applicant.

4. Choose which identity documentation you will present at the fingerprinting site. (The name on this documentation must match the name on the pre-registration form.)

5. Enter your zip code to find locations in your area. Search and click next to see the locations. Choose your location and click next.

6. Choose your date and time then click submit.

7. Print your service summary.

8. On the day of your scheduled appointment you must bring the Identity Documentation selected as part of the online pre-enrollment registration application.

**Credit Card, Money Order or Business check only are accepted on-site at the Identogo – State Agency – Enrollment fingerprint site. The fingerprint transaction begins when the Enrollment Agent reviews the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes.

**Please return your receipt / any other documentation to the athletic department with your UE ID and Transaction (TCN) number, so that the diocese can process the results of your FBI background check.

(4). Child Abuse Recognition and Reporting Act (Mandated Reporter) (ACT 126)

<https://www.reportabusepa.pitt.edu>

** Free Training

** Once at the website, click on the register link at the top of the page and fill out appropriate fields and submit. Login information will be emailed to you. Return to the page and login. Follow the instructions to complete the course.

** When you get the returned clearance return a copy to me and you should keep the original form.

(5). Diocesan *Creating a Safe Environment Online Inservice*

Link: <https://www.eriecd.org/images/sections/childprotection/pdf/adultins.pdf>

** Follow the instructions on the PDF to complete the course; print the certificate and return it to the athletic department.

** NOTE – As of April 1, 2016 all coaches must re-take this class.

(6). NFHS Concussion in

Sports

Link: <https://nfhslearn.com/courses/concussion-in-sports-2>

** Create a log-in (if you do not have one).

** Print a completion certificate when done.

(7). PATS Cardiac Wise

Link: <https://sportsafety.com/cardiacwise-pats/>

** Scroll down to see first video and begin course

** You will be asked to take a post-test following a video

** Make sure your email is entered correctly; after successful completion of the training, you will be sent an email stating your completion of the program. Print this email, you do not need to purchase the certificate.

(8). NFHS Heat Illness Prevention

Link: <https://nfhslearn.com/courses/heat-illness-prevention-2>

** Use your same log-in

** Print a completion certificate when done.

(9). ECCHS Coaching Contract

** Sign both contracts

** Keep one contract for your records and return the other to the Athletic Department

** Provided by the Athletic Department.

** All coaching contracts are on a yearly basis.

(10). Diocesan Mandated Reporter Compliance Document

<https://www.eriecd.org/images/sections/childprotection/pdf/mandatedreporters.pdf>

** Simply sign the form.

** Return the completed document to the Athletic Department.

(11). Diocesan Statement of Intent for Compliance

Policy: <https://www.eriecd.org/images/sections/childprotection/pdf/CURRENTPolicy.pdf>

Form: <https://www.eriecd.org/images/sections/childprotection/pdf/Statement%20of%20Intent%20for%20Compliance%20current.pdf>

** Thoroughly read the Policy for the Protection of Children each year.

** Sign the Compliance form after reading the Policy on a yearly basis.

** Return the completed document to the Athletic Department

(12). Arrest/Conviction Form

<https://www.eriecd.org/images/sections/childprotection/pdf/arrestorconvictionform.pdf>

** Fill out and sign the form

** Return the completed document to the Athletic Department

(13) Coaching Education Course

Link: <https://nfhslearn.com/courses/61113/fundamentals-of-coaching>

** One coaching education course must be completed before any coach is allowed to help with practices and/or games. This course must also be submitted and accepted on the PIAA website according to the instructions on the next page. Note that the PIAA may accept college coaching or education courses. Please check!

** Coaches can choose to purchase the NFHS Fundamentals of Coaching course (\$50.00) or attend a course sponsored by ASEP if one is available (fee depends on instructor). For additional accepted coursework, please reference this PIAA webpage - <http://www.piaa.org/news/details.aspx?ID=3675>.

(14) First Aid and Safety Course

Link: <https://nfhslearn.com/courses/first-aid-health-and-safety>

** One first aid and safety course must be completed before any coach is allowed to help with practices and/or games. This course must also be submitted and accepted on the PIAA website according to the instructions on the next page. Note that the PIAA may accept college coaching or education courses. Please check!

** Coaches can choose to purchase the NFHS First Aid, Health and Safety course (\$45.00) or attend a course sponsored by ASEP if one is available (fee depends on instructor). For additional accepted coursework, please reference this PIAA webpage - <http://www.piaa.org/news/details.aspx?ID=3675>.

(15) Clearance from the Office for the Protection of Children Application

** Effective July 1, 2018 for any new coaches. This clearance will be submitted on your behalf by the athletic department.

** The athletic department must submit the application for any new or returning coach (volunteer or paid). Even if someone coached for our athletic department in the past, a new OPCY clearance must still be filed with the diocese.

(16) Disclosure Statement Application for Volunteers

<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/Disclosure%20Statement%20for%20Volunteers.pdf>

** This sign-off form must be submitted by all volunteer coaches, in lieu of the requirement for paid coaches, who must receive an FBI clearance.

** Volunteer coaches who have not resided in the state of Pennsylvania for the past continuous 10 years must be fingerprinted and receive a clearance from the FBI (see clearance item #3, if applicable).

** Please complete the portion of the sign-off that asks for your name and signature. **DO NOT fill out the name of the witness and the witness's signature.**

(17) Volunteer Application for Working with Children

<https://www.eriecd.org/images/sections/childprotection/pdf/Volunteer%20Application.pdf>

*** Required only for volunteers

*** Not required if you are a **paid employee** of the school system

(18) Employment Application and References

https://bigteams-public-prod.s3.amazonaws.com/library/files/demo40112_bigteams_com/files/ADDENDUM%20I%20-%20Application%20for%20Paid%20Coaches%20-%20ECCSS.pdf

*** Required only for paid coaches

*** Not required if you are a **paid employee** of the school system

(19) Sexual Misconduct / Abuse Disclosure Release Form

<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circul ars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct- Abuse%20Disclosure%20Release.pdf>

*** This release form is only required (1) if you are a paid coach who was hired after July 1, 2014, **and** (2) if you had previous employment working with children.

*** When submitting this release form, please also include a list of all past employers where you worked with children.

*** Return to the athletic department upon completion of the form.

*** This form is not required for coaches who are already **paid employees** of the Elk County Catholic School System.

Directions for Creating a Coach Profile and Uploading Coaching Education and First Aid and Safety Course Requirements to the PIAA Website for Coaches:

<http://www.piaa.org/news/details.aspx?ID=3676>

If you have any questions or concerns regarding your clearances or uploading them to the PIAA website, please contact the Athletic Department.