

Required Clearances for Employees, Volunteers and Coaches at the Elk County Catholic School System.

Please reference the clearances required for employees, volunteers and coaches. Each of the links on these pages will direct you to an instruction sheet or to the required documentation

[**EMPLOYEES**](#) *(including paid coaches)*

[**REGULAR VOLUNTEERS**](#) *(including volunteer coaches)*

[**OCCASIONAL VOLUNTEERS**](#)

[**ADDITIONAL CLEARANCES FOR COACHES**](#)

Required Clearances - Employees

Those receiving a compensation from the school system, including stipends.

Coaches should also reference the coaches page for additional required clearances.

1. [PA State Police Criminal Record Check](#)
2. [PA Child Abuse History Certification](#)
3. [Federal Criminal History Record \(fingerprinting\)](#)

4. Teachers: [Educator Application \(SCHOOLS only\) & References](#)
5. Other Employees: [Employment Application and References \(forms available on Diocese of Erie Human Resources web page\)](#)
6. [Arrest Conviction Report and Certification form](#)
7. [Sexual Misconduct/Abuse Disclosure Release Form \(Act 168\)](#)
8. [Statement of Intent for Compliance](#)
9. [Mandated Reporter Compliance Document](#)
10. [Diocesan Creating a Safe Environment Inservice \(online\)](#)
11. [\(State\) Mandated Reporter Training](#)
12. [Clearance from the Office for the Protection of Children and Youth](#) (effective 7-1-2018 for new employees and educators)

Required Clearances - Regular Volunteers

***- those who volunteer on a regular basis, more than one time per month.
This would include volunteer coaches,***

Coaches should also reference the coaches page for additional required clearances.

1. [PA State Police Criminal Record Check](#)
2. [PA Child Abuse History Certification](#)
3. [Federal Criminal History Record \(Click here to see if fingerprinting is required for you\)](#)
4. [Affidavit](#)

5. [Volunteer Application for Working with Children](#)
6. [Volunteer Reference Check Form \(Official use only\)](#)
7. [Statement of Intent for Compliance](#)
8. [Mandated Reporter Compliance Document](#)
9. [Diocesan Creating a Safe Environment Inservice \(online\)](#)
10. [\(State\) Mandated Reporter Training](#)
11. [Clearance from the Office for the Protection of Children and Youth \(effective 7-1-2018 for new volunteers\)](#)

Required Clearances - Occasional Volunteers

- those who volunteer for a single event or less than one time per month.

1. [PA State Police Criminal Record Check](#)
2. [PA Child Abuse History Certification](#)
3. [Federal Criminal History Record \(Click here to see if fingerprinting is required for you\)](#)

4. [Occasional Volunteer Conduct Form](#) (yearly)
5. [Mandated Reporter Compliance Document](#)
6. [Clearance from the Office for the Protection of Children and Youth](#) (effective 7-1-2018 for new volunteers)

Additional Clearances - Coaches

- these additional clearances are required for anyone who coaches, paid or volunteers.

1. 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.

2. NFHS Heat Illness Prevention

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

** Use your same log-in

** Print a completion certificate when done.

3. 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>.

4. 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>.