

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](#)

6. [Arrest Conviction Report and Certification form](#)
7. [Sexual Misconduct/Abuse Disclosure Release](#) - you will receive an email from ECCSS
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 \(Click here to see if fingerprinting is required for you\)](#) OR
4. [Affidavit](#)

5. [Occasional Volunteer Conduct Form](#) (yearly)
6. [Mandated Reporter Compliance Document](#)
7. [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. NFHS Concussion in Sports

- Create a log-in (if you do not have one).
- Print a completion certificate when done.
- Must be completed annually
- This is a free course

2. NFHS Sudden Cardiac Arrest

- Use your NFHS log-in
- Print a completion certificate when done.
- Must be completed annually
- This is a free course

3. NFHS Heat Illness Prevention

- Use your NFHS log-in
- Print a completion certificate when done.
- Only needs to be done one time
- This is a free course

4. Coaching Education Course

- 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 bottom of this 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>.

5. First Aid and Safety Course

- 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 bottom of this 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>.

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

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