



Union
**UNITED CHURCH
OF CHRIST**

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Dear Volunteer,

Thank you for your commitment to help our Church grow.

New Pennsylvania state legislation has been enacted to protect our children. This legislation covers volunteers and employees of entities working with children, including our Church. Volunteers 18 years or older working with or around children are required to complete the following items.

NOTE: If you are employed by another entity requiring these items, it is not necessary to complete the items again. You need only submit copies of the documents for your files.

All information is completely confidential.

- 1.) Complete the on-line tutorial, [Recognizing and Reporting Child Abuse](https://www.reportabusepa.pitt.edu).

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

The tutorial is free and may take 1.5 to 3 hours to complete. Upon completion, you will be able to print a certificate of completion and share a copy for your file.

- 2.) Complete a criminal record check. <https://epatch.state.pa.us>

- 3.) Complete a child abuse history check. <https://www.compass.state.pa.us/CWIS>

These forms can be completed on line in the privacy of your home. Documents will be issued to you and we ask you to submit copies for your file.

- 4.) ****A fingerprint record check. **Contact me if you this is a required item for you.**

This item is **NOT** required if you have lived in Pennsylvania for the last 10 years.

An envelope you can use to submit these items is provided in this packet. Also enclosed is a document that will help walk you through the entire process.

If you have questions about the legislation or the above processes, contact me the Safe Child Coordinator.

Sincerely,

Amy McCoy

Safe Child Coordinator