

Dear St. Elizabeth Ann Seton Parish Volunteer or Employee,

As you are aware, our Diocese of Pittsburgh requires compliance with the “Safe Environment for the Protection of Children and Young People” program. This requirement applies to almost all parish volunteers (as well as all paid staff members), and includes the following:

- ❖ Completion of the online application in the Diocesan Database. While completing your electronic application, you will need the diocesan password for the “access code field”; the diocesan password is ‘protect’. To access the application, go here: [https://www.eappsdb.com/Login.asp?ORGZ\\_KEY=39](https://www.eappsdb.com/Login.asp?ORGZ_KEY=39)). The completion of this online application includes the electronic ‘signing’ of two important booklets:
  - 1) the Acknowledgement of Receipt of both the Code of Pastoral Conduct, and,
  - 2) the Reporting of Child Abuse/Child Protective Service Law of PA.

*(If you are not able to complete the online application electronically, then you will need to obtain the paper application and the two booklets from the parish office, and submit the completed paperwork to me, along with the other following required documents.)*

- ❖ Completion of a paper PA Child Abuse History Clearance form along with a paper Consent/Release of Information Authorization Form. *(These will need to be obtained from the office, and returned to me after completion, whether you completed the application online, or manually).*
- ❖ Attendance at a “Protecting God’s Children Workshop” within six months from completion of the application. To access the schedule of available workshops, go here: [http://virtusonline.org/virtus/reg\\_list2.cfm?theorgid=15497&theme=0](http://virtusonline.org/virtus/reg_list2.cfm?theorgid=15497&theme=0) *(The Proof of Attendance form received at the Workshop needs to be submitted to me after completion.)*

Whether you complete the application online or manually, there are still some forms that need to be accessed from the parish office, and returned to me after completion. **The paperwork required is located on the St. Anthony Bookshelf, located on the ramp of the entrance to the Bayley Building, just inside Holy Family Hall (narthex).**

As always, please contact me if I can be of service. Thank you so much for all you do for our Catholic Church and for our St. Elizabeth Ann Seton Parish, as well as for helping to ensure as safe an environment as possible for our children and young people.

Serving God through serving you,

Tess Keddie, Pastoral Associate  
412-276-1011 ext. 221

