

Employee Clearances Documents & Trainings

Updated September 2022

Below are quick links for clearances and trainings required of MQA/Diocese of Greensburg Employees:

The following clearances and trainings need to be completed and submitted **ONE TIME ONLY**:

VIRTUS

https://www.virtusonline.org/virtus/reg_0.cfm?theme=0

*Additional periodic updates are required.

Diocesan Application

<https://www.dioceseofgreensburg.org/wp-content/uploads/Diocesan-Employment-Application.pdf>

Diocesan Code of Conduct

https://www.dioceseofgreensburg.org/wp-content/uploads/Greensburg_Code_of_Pastoral_Conduct.pdf

Act 24 Clearance Form

https://www.dioceseofgreensburg.org/wp-content/uploads/Act24_form.pdf

PA Mandated Reporter Training

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

*Additional periodic updates are required.

PA Act 168

https://www.dioceseofgreensburg.org/wp-content/uploads/Act168_form.pdf

*This form must be completed for ALL current employers. In addition, this form is needed for any former employers if you had contact with children. You may need to make additional copies. Please only complete through Section 1 and return to our office. We must submit the form to your previous employers.

The following clearances need to be completed and renewed **EVERY FIVE YEARS**:

PA Criminal History Form

<https://www.psp.pa.gov/pages/criminal-history-background-check.aspx>

PA Child Abuse Form

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

FBI Fingerprint Check

<https://uenroll.identogo.com/workflows/1KG6TR>

*When prompted, enter service code: **1KG6TR**

If you are being hired by MQA or the Diocese of Greensburg and you have the aforementioned clearances that are new for the year of your hire at MQA, but you did not order these clearances specifically for employment at MQA, you are permitted to submit the clearances you ordered, but would have to also submit the following affidavit for those clearances:

Affidavit:

<http://www.dioceseofgreensburg.org/about/Documents/AFFIDAVIT%20for%20Employees.pdf>

DO NOT send your clearances in separately or one at a time as they are completed. Please wait until all clearances are completed and collected before submitting them to MQA. Also, remember to keep a copy for your personal records. Any questions can be directed to our office at (724) 339-4411.

Thank you for your interest in working at Mary Queen of Apostles School!!