


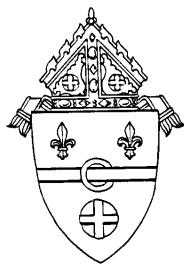
DIOCESE OF ALLENTOWN
SECRETARIAT FOR CATHOLIC HEALTH,
HUMAN SERVICES AND YOUTH PROTECTION
Post Office Box F
Allentown, Pennsylvania 18105-1538

Instructions to Obtain PGC Certificates

Protecting God's Children Program (PGC)

The Protecting God's Children™ program is a virtual training that includes videos and question and answer segments. All clergy, employees, or volunteers who interact with children are required to attend. Currently Protecting God's Children is once and done.

1. Please visit <https://www.virtusonline.org/virtus/>
2. Select the "First-Time Registrant" button
3. Select  "Begin the registration process"
4. Using the dropdown arrow select "Allentown, PA (Diocese)"
5. Click "yes or no" if you have previously registered with Virtus. Select "No" if you're not sure.
6. Create a username and password, please keep these for future trainings
7. Please fill all * items. Do not select "No Email", you must have an email to do the virtual training.
8. Please select the primary location you will be volunteering/employed
Please select at least one primary role you perform at this location
Please select any additional roles you perform at this location
Please enter your title or position of service
9. Select "Yes" if you are associated with any other diocesan locations, "No" if you are not.
10. Please answer the 4 questions on the next page
11. Indicate if you have already attended a PGC Session, by clicking "Yes" or "No"
12. On the next page there will be some classes listed available on Zoom. Please select one of these only if you feel you are unable to complete an online training, otherwise select the "Continue Button"
13. Do you want to register for a training session at this time? Select "No", then "Ok"
14. Thank you for registering for Virtus Online, you will receive an email with the required reading material and the class will be assigned to your Virtus account within 5 business days.
15. Upon completion, please print or take a picture your certificate and give to your supervisor or Local Safe Environment Coordinator.



**DIOCESE OF ALLENTOWN
SECRETARIAT FOR CATHOLIC HEALTH,
HUMAN SERVICES AND YOUTH PROTECTION
Post Office Box F
Allentown, Pennsylvania 18105-1538**

Instructions to Obtain Mandated Reporter Certificates

Mandated Reporter Training

The Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training course is available online. All clergy, employees, or volunteers who interact with children are required to attend. Mandated Reporter Training expires every 5 years. Please keep you login information for future trainings.

1. Pa Family Support Alliance website: <https://pafsa.org/>
 - a. Click on “Trainings & Programs” at the top of the page
 - b. Select “Mandated Reporter Training”
 - c. Scroll down the page until you see “Upcoming Virtual Sessions at no cost”
 - d. Look for [Virtual Sessions in \(month\), \(click here\)](#)
 - d. Select a date and time that works for you
 - e. Fill in all the required boxes marked with * (an asterisk)
 - f. Select “Register”
 - g. You will receive an email with information and the Zoom link. The timeline varies with each instructor.
 - h. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.

2. University of Pittsburgh’s website:
<https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx>
 - a. Fill out all required information (blue fields) to create an account.
 - b. Click “Submit” to create a username and password.
 - c. Login using your new credentials in the “Welcome” tab.
 - d. Complete the 3-hour (minimum) training course.
 - e. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.