

RELIGIOUS EDUCATION LEADER

PERSONNEL FILE CONTENTS



Documents required by Religious Education Policy		
<input checked="" type="checkbox"/>	Policy #	
	221.00	Title Designation Form—Diocese of Erie (This form can be requested from the Dept. of Religious Ed.)
	232.00	Religious Education Leader Professional Agreement
	233.00	Annual Performance Review documents (where applicable)
	253.00	Certificate of training in Diocesan Blood Borne Pathogens Policy
	241.00	Continuing Education Record (where applicable)

Documents required by Child Protection Policy		
<input checked="" type="checkbox"/>	Policy #	
	III A - 1 a	Diocese of Erie - Application Form
		Diocese of Erie - Reference Form (included in Application Form referenced above)
	III A - 1 a	PA State Police Criminal Record Check (every 5 years)
	III A - 1 a	PA Dept of Public Welfare Child Abuse History Certification (every 5 years)
	III A - 1 a	Federal Criminal Record Check Info [includes fingerprints] (every 5 years)
	III B - 1	Diocesan Creating a Safe Environment online In-service (every 5 years)
	III A - 1 a	Diocesan Statement of Intent for Compliance - date of signature must be September 1, 2015 or later)
	III A - 1 a	Diocesan Mandated Reporter Compliance Document (each year)

Best Practices Personnel Documents	
<input checked="" type="checkbox"/>	
	Emergency Contact Information Sheet
	Diocese of Erie - Catechist Certification Record (where applicable)