



OFFICE FOR CHILD AND YOUTH PROTECTION

VICTIM ASSISTANCE • SAFE ENVIRONMENT
(888) 800-8780 • (215) 587-2466 • Fax (215) 587-3711
ARCHDIOCESE OF PHILADELPHIA

MEMORANDUM

TO: ALL PASTORS AND PAROCHIAL ADMINISTRATORS

FROM: Leslie Davila, Director

DATE: November 3, 2011

RE: Mandated Reporter Training Update

Good Afternoon,

Due to the feedback received we are adding mandated reporter training dates for volunteers and employees. I have attached the updated training schedule. Please distribute the full list to your volunteers and staff so that they may choose the date and location that is most convenient. The deadline for staff and volunteers to attend this training has been extended to December 15, 2011.

All staff and volunteers who have regular contact with minors (Regular contact defined as at least once a week) must attend this training. All paid staff must attend a three hour training and all volunteers must attend a one hour training (this includes lunch monitors). All clergy who have faculties within the Archdiocese of Philadelphia must attend a three hour training.

Any volunteer who 1) will have attended Safe environment training by December 15th and 2) will serve as a volunteer prior to May 31, 2012 must attend the training by December 15, 2011.

To register for the trainings please go to: <http://bit.ly/AOPMandatoryReporterTraining>. Those who do not have internet access can fax the attached registration form to (215) 587-3711. Please do not call the school or parish.

We are currently working to revise the Safe Environment/Protecting God's Children curriculum for all new staff and volunteers to include the updated mandated reporter law and training information.

Please direct all questions to OCYPTraining@adphila.org

Thank you for your continued efforts in creating a network of protection for children.





Archdiocese of Philadelphia
Office for Child & Youth Protection
Mandated Reporter Training: Knowing Your Role in the Protection of Our Children
Fall/Winter Session Schedule – Updated November 2, 2011

To: Staff and Volunteers

Completion of a Mandated Reporter Training session is required for all Archdiocesan staff and volunteers. You may attend any of the sessions listed below. Paid employees must attend a three-hour session, while volunteers must attend a one-hour session. Register online here: <http://bit.ly/AOPMandatoryReporterTraining>. Those who do not have email access can also fax their registration information to (215) 587-3711 (contact your parish for more information). Any questions can be emailed to ocyptraining@adphila.org or directed to your volunteer coordinator.

Session Location (County)	Session Date	Session Time	Session Type	Address	Location
St. Francis-St. Joseph Homes for Children (Bucks)	Weds. Nov. 9	9:30 AM-12:30 PM	Employee	3400 Bristol Pike, Bensalem, PA 19020	St. Katharine Drexel Center
St. Edmond's Homes for Children (Montgomery)	Tues. Nov. 15	9:00 AM-12:00 PM	Employee	320 South Roberts Road, Rosemont, PA 19010	
St. Edmond's Homes for Children (Montgomery)	Tues. Nov. 15	7:30 PM-10:30 PM	Employee	320 South Roberts Road, Rosemont, PA 19010	
St. Francis-St. Joseph Homes for Children (Bucks)	Weds. Nov. 16	5:30 PM-8:30 PM	Employee	3400 Bristol Pike, Bensalem, PA 19020	St. Katharine Drexel Center
St. Francis-St. Joseph Homes for Children (Bucks)	Weds. Nov. 23	2:00 PM-5:00 PM	Employee	3400 Bristol Pike, Bensalem, PA 19020	St. Katharine Drexel Center
Archdiocesan Office Center (Philadelphia)	Mon. Nov. 28	7:30 PM-10:30 PM	Employee	222 North 17th Street, Philadelphia, PA 19103	Aud. A and B
Don Guanella School (Delaware)	Weds. Dec. 7	9:30 AM-12:30 PM	Employee	1797 S. Sproul Road, Springfield, PA 19064	
Don Guanella School (Delaware)	Weds. Dec. 7	1:30 PM-4:30 PM	Employee	1797 S. Sproul Road, Springfield, PA 19064	
Don Guanella School (Delaware)	Weds. Dec. 14	7:00PM-10:00 PM	Employee	1797 S. Sproul Road, Springfield, PA 19064	

Session Location (County)	Session Date	Session Time	Session Type	Address	Location
Mother of Divine Providence (Montgomery)	Sat. Nov. 12	9:30 AM-10:30 AM	Volunteer	405 Allendale Rd, King of Prussia, PA 19406	Gym
Mother of Divine Providence (Montgomery)	Sat. Nov. 12	11:00 AM-12:00 PM	Volunteer	405 Allendale Rd, King of Prussia, PA 19406	Gym
Mother of Divine Providence (Montgomery)	Sat. Nov. 12	1:00 PM-2:00 PM	Volunteer	405 Allendale Rd, King of Prussia, PA 19406	Gym
Our Lady of the Sacred Heart (Bucks)	Mon. Nov. 14	7:00 PM-8:00 PM	Volunteer	100 Broad Street, Hilltown, PA 18927	
John Paul II High School (Montgomery)	Mon. Nov. 21	7:30 PM-8:30 PM	Volunteer	181 Rittenhouse Road, Royersford, PA 19468	Auditorium
Bishop Shanahan High School (Chester)	Tues. Nov. 29	7:30 PM-8:30 PM	Volunteer	220 Woodbine Road, Downingtown, PA 19335	Auditorium
Archbishop Ryan High School (Philadelphia)	Weds. Nov. 30	7:30 PM-8:30 PM	Volunteer	11201 Academy Road, Philadelphia, PA 19154	Auditorium
St. Gabriel of the Sorrowful Mother (Chester)	Thurs. Dec. 1	7:30 PM-8:30 PM	Volunteer	8910 Gap Newport Pike, Avondale, PA 19311	
Cardinal O'Hara High School (Delaware Co.)	Mon. Dec. 5	7:30 PM-8:30 PM	Volunteer	1701 South Sproul Road, Springfield, PA 19064	Auditorium
Conwell-Egan High School (Bucks)	Tues. Dec. 6	7:30 PM-8:30 PM	Volunteer	611 Wistar Road, Fairless Hills, PA 19030	Auditorium
Archbishop Wood High School (Bucks)	Mon. Dec. 12	7:30 PM-8:30 PM	Volunteer	655 York Road, Warminster, PA 18974	Auditorium
Archbishop Carroll High School (Chester)	Tues. Dec. 13	7:30 PM-8:30 PM	Volunteer	211 Matsonford Road, Radnor, PA 19087	
Archdiocesan Office Center (Philadelphia)	Thurs. Dec. 15	7:30 PM-8:30 PM	Volunteer	222 North 17th Street, Philadelphia, PA 19103	



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Fax to: 215-587-3711 - Office for Child and Youth Protection

Re: MANDATED REPORTER TRAINING REGISTRATION FORM
(Use this form ONLY if you are unable to register online)

(Please Print or Type)				
Date, Time, and Site of Training:			Today's date:	
PARTICIPANT INFORMATION				
Last name:	First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Rev. <input type="checkbox"/> Mrs. <input type="checkbox"/> Rev. Msgr. <input type="checkbox"/> Miss <input type="checkbox"/> Sister <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____	Employment status: Paid Employee / Volunteer
Street address:		Home phone number:		Mobile phone number:
P.O. Box:	City:	State:	ZIP Code:	
Place of employment/volunteer site:		County of service:		Occupation:
Have you attended the Virtus Protecting God's Children training presented by the Office for Child and Youth Protection (www.virtus.org)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you taken the online Standards of Ministerial Behavior and Boundaries Addendum Training at (www.aoptraining.org)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Thank you for registering for the Mandated Reporter Training hosted by the Office for Child and Youth Protection. This training is required for all clergy, volunteers and employees of the Archdiocese of Philadelphia who during the course of their ministry come into regular contact with children. Regular contact is defined by the Archdiocesan policy as once a week. You will need to be present for the **entire** training session in order to fulfill the training requirement.

***Please note:**

All faxed registration forms MUST be received within 72 hours of desired training date in order to guarantee attendance.

Employees of the Archdiocese of Philadelphia MUST attend the 3 hour training session. *Volunteers* must attend the 1 hour training session.

