

Volunteer Information

As per Calvary Baptist Ministry's policy a volunteer is "anyone with direct contact with children under 18 years of age not employed by the ministry."

Per the Pennsylvania Department of Education Act 153 of 2014 pertaining to Volunteer Background Checks:

"The act amends Child Protective Services Law to make several changes including requiring that unpaid adult volunteers responsible for the welfare of a child or having direct contact with children must provide a report of criminal history record information from the PA State Police, clearances regarding child abuse from the Department of Public Welfare, and a report of federal criminal history record information. If the volunteer is unpaid, has been a PA resident for the previous 10 years and affirms in writing that he or she has not been convicted of an offense in section 6344(c) of the Child Protective Services law, then the federal criminal history record information is not required."

It is the individual's responsibility to pay for the required clearances. Clearances are valid for 5 years from the date issued. They must be renewed before the 5 year (60 month) period is up to continue as a volunteer at Calvary Baptist School. *Please submit all clearances at the same time.* Clearances must be brought, mailed, emailed or faxed to the school office. Reminders will be sent via e-mail to volunteers whose clearances are due to expire.

1. The **Pennsylvania Access to Criminal History (PATCH)** can be done online, and the results are available almost immediately. This clearance is free for volunteers.
 - a. Go to <https://epatch.state.pa.us>
 - b. Click on "New Record Check (volunteers only)" and follow the instructions.
 - c. At the end of the process, you must click on "certification form" in order to print the clearance.

You are responsible to submit the certification form to the school office to be kept on file.

2. The **Child Abuse History Clearance** can be completed online. This clearance is free for volunteers.
 - a. Go to <https://www.compass.state.pa.us/CWIS>.
 - b. Create a sign-on. You will be asked for your Keystone ID # which is a username you will create for yourself.

NOTE: before you begin, you should have the following information readily available to help you complete your application:

- *Addresses where you have previously lived since 1975*
- *Names of ALL individuals with whom you have lived (including but not limited to parents, guardians, siblings, spouses, etc.) since 1975*
- *Any previous names you have used or have been known by*

You are responsible to print your certification and submit it to the school office to be kept on file.

3. The **FBI Criminal History Record** or **Affidavit of Volunteers**
 - a. The **Affidavit of Volunteers** can be submitted in place of the FBI Criminal History Record if you have been a PA resident for the entirety of the previous 10 years and can affirm in writing that you have not been convicted of an offense in section 6344(c) of the Child Protective Services law. *If you cannot sign the Affidavit of Volunteers then you must complete the FBI Federal Criminal History Record.*
 - b. The FBI Federal Criminal History Record requires individuals to register online and be digitally fingerprinted at an Identogo location. This clearance will cost \$21.35 for volunteers. Payment is made on site at the time of fingerprinting.
 - Go to <https://uenroll.identogo.com/>
 - Enter service code for PDE Volunteers: **1KG6Y3**
 - Click on “Schedule or Manage Appointment”
 - Enter information and continue through the application process. You will be asked to enter personal identification information and to enter a security question.
 - Choose a fingerprinting location that is most convenient for you. You may then make an appointment or check the box for a “walk-in.”
 - Submit Identogo registration/pre-enrollment. You will see a page with all of your information summarized, and you will receive an email with the same information.
 - Make sure to save or print out the page/email and write down your 10-digit **UE ID** number. You will need the ID number to get fingerprinted and to access results.
 - Go to your preferred Identogo location at your scheduled time. Don’t forget to bring required photo-ID documents with you.

After you get fingerprinted, you are responsible to submit the results to the HR coordinator of your organization to be kept on file. **You will NOT be able to volunteer until the UE ID is submitted to the school office.** Please note that it may take anywhere from a few days to a few weeks to receive your results.

4. The **Abuse Recognition Online Training** can be completed at www.reportabusepa.pitt.edu. This is free to complete.
 - a. If you have not previously registered, click the “Registration” link at the top of page. If you have previously registered enter your username and password to log on.
 - b. When finished print certificate.
You are responsible for submitting your certificate to the school office to be kept on file.

If you have questions related to the clearances, contact the school office at 215.368.1100 x227 or send an email to kharris@cbs.edu.