

CLEARANCES AND PAPERWORK (STAFF UNDER 18)

[Please read both pages]

When you applied, you created a Staff Profile with your email and a password. Now that you are hired, you will use this Staff Profile to upload all your necessary clearances and paperwork. Please see the information below and the 2nd page of this document for instructions on each clearance and form.

HOW TO ACCESS YOUR STAFF PROFILE:

1. Go to pinesprings.campintouch.com - Login with your email and password
2. Click "Forms & Documents" - This is where you will upload all your clearances/forms
3. Once uploaded, the "Status" will say "Pending" until I check off I have received it. I have fully received the clearance/form when the "Status" words turn green, say "Rcvd...", and the form moves to the bottom

Note: If a form is not completed fully, I will mark it "**Incomplete**" (this means you need to complete and reupload)

RETURNING STAFF: When you log in, you will already see your clearances marked "Rcvd..." if they are within 5 years. If a clearance is not marked "Rcvd..." that means it needs to be updated

A COUPLE NOTES...

Instructions for each clearance/form can be found by clicking **[more info]** under each form. There are 3 types of forms:



Paper forms (example: I9) - Click on the form name to download. Fill out, then click the **UPLOAD** button to the right of form



Clearances (example: FBI) - Acquire clearance then click the **UPLOAD** button to the right of clearance



Online Forms (example: Allergies) - Click on form name, complete, and submit

CHECKLISTS (First Time and Returning Staff)

RETURNING STAFF CHECKLIST

- ☐ W4 (fillable form)
- ☐ Medical Release Form (fillable form)
 - ☐ Health Insurance Card
 - ☐ Immunization Record
- ☐ Allergies Form (even if you don't have allergies)
- ☐ Any other forms (please read over the Welcome Email I sent - I tell you exactly what you need!)

FIRST TIME STAFF CHECKLIST

- ☐ PA State Police Criminal History Report
- ☐ PA Child Abuse History Clearance
- ☐ FBI Criminal History Report (fingerprints)
- ☐ Mandatory Reporting Certificate
- ☐ W4 (fillable form)
- ☐ Medical Release Form (fillable form)
 - ☐ Health Insurance Card
 - ☐ Immunization Record
- ☐ I9 Form (fillable form)
 - ☐ Copy of ID from List A or B (page 2 of I9 Form)
 - ☐ Copy of ID from List C (page 2 of I9 Form)
- ☐ Allergies Form (even if you don't have allergies)
- ☐ Work Permit

RETURNING STAFF: Please see your **Welcome Email** and your **Staff Profile** for an exact list of clearances/forms you need

FIRST TIME STAFF: If you have these clearances from a different place of **employment** (*from within the last 5 years*), you may upload those instead of getting new ones. All items in the **PAPERWORK** section must be completed

CLEARANCE INSTRUCTIONS—STAFF UNDER 18 YEARS OLD

All CLEARANCES are critical to your employment with PSC (see bottom of page)
Please upload all clearances to your Staff Profile (following the instructions found on page 1)



PA STATE POLICE CRIMINAL HISTORY REPORT

1. Go to <https://epatch.pa.gov>
2. Click on "Submit a new record check"
3. Follow instructions and **pay \$22 fee**
4. If no criminal record, clearance will be generated immediately, **SAVE THIS**
5. **Upload file to Staff Profile under "PA State Criminal History Report"**



FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

1. Go to <https://uenroll.identogo.com>
2. Enter service code - **1KG756** and click GO
3. Select "Schedule or manage appointment"
4. Complete personal info and employer info sections
Pine Springs Camp
PO Box 186
Jennerstown, PA 15547
5. Use this site to check hours and register for an appointment near you
Pay at fingerprint location - **Fee is \$26.20**
6. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later).
7. **Upload file to Staff Profile under "FBI Criminal History Report (fingerprints)"**



PA CHILD ABUSE HISTORY CLEARANCE

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click "Create an Individual Account" and follow prompts
 - A. Note: Create your own "Keystone ID" (username)
 - B. When asked why you are obtaining this clearance — Choose the bullet point starting with: "Individual 14 years of age or older who is applying for or holding a paid position as an employee with the program..."
 - C. Follow prompts until finished — **Pay \$13 fee**
3. Clearance certification will be emailed (or mailed) directly to you. **Upload file to Staff Profile under "PA Child Abuse History Clearance"**



MANDATORY REPORTER CERTIFICATE

1. You will need to watch the training and complete the certificate before arriving at camp
 - A. Go to <https://www.reportabusepa.pitt.edu/>
 - B. Create account by clicking "Don't have an account? Click here."
 - C. Training will take approximately **3 hours**
2. Save and **upload file to Staff Profile under "Mandatory Reporter Certificate"**

PAPERWORK INSTRUCTIONS

All PAPERWORK is critical to your employment with PSC
Please upload all paperwork to your Staff Profile (following the instructions found on page 1)



I9 INSTRUCTIONS

- **Returning Staff:** **You DO NOT need to fill out a new I9**
 - **First Time Staff:** **Fill out I9 Form and upload.** Upload 2* forms of ID (lists found on page 2 of the I9 Form):
 - ID (from List A or List B)** - document from List A or B
 - ID (from List C)** - document from List C
- *If document from List A is used, you DO NOT need one from C*



ALLERGIES FORM (NEW this year)

- Everyone must fill out this online form



W4 INSTRUCTIONS (New & Returning Staff)

- Fill out the **W4** form
- **Upload file to Staff Profile under "W4"**



MEDICAL RELEASE FORM

- **STAFF UNDER 18 YEARS OLD:** You **DO** need a parent's signature
- **Upload file to Staff Profile under "Medical Release Form"**
- Upload a picture of your **health insurance card**
- Upload an up to date **immunization record**

WORK PERMIT — First Time Staff under 18

If you live in PA: Go to your school's office. Follow their process for acquiring a work permit. Upload to Staff Profile.

If you live OUTSIDE PA: See the document "Application for Work Permit" attached to your Welcome Email. Fill this out, *have your parent sign it*, and bring it to your first day. Bring a copy of your BIRTH CERTIFICATE. (You will get your permit from our local high school during orientation).