CLEARANCE INSTRUCTIONS—STAFF OVER 18 YEARS OLD

All CLEARANCES are critical to your employment with PSC (see bottom of page)
Please email all forms to maddy@pinesprings.org PRIOR to Staff Orientation or bring all COMPLETED forms to your first day

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. **Email a copy to maddy@pinesprings.org**

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 $25.50**
6. Report will be emailed (SAVE THIS AS SOON AS YOU OPEN IT - you will not be able to open it later)
7. **Email a copy to maddy@pinesprings.org**

PA CHILD ABUSE HISTORY CLEARANCE

1. Go to https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx
2. Follow link under Online Submission section of text
   A. Click "Create an Individual Account" and follow prompts
      Note: Create your own "Keystone ID" (username)
   B. 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. **Please email a copy to maddy@pinesprings.org**

MANDATORY REPORTER TRAINING

Please read options below:
1. **Returning Staff:** We have your certificate!
2. **First Time Staff:** you will need to watch the training and complete 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 30 minutes
3. Save and **email certificate to maddy@pinesprings.org**

PAPERWORK INSTRUCTIONS

All PAPERWORK is critical to your employment with PSC
Please email all forms to maddy@pinesprings.org PRIOR to Staff Orientation or bring all COMPLETED forms to your first day

W4 INSTRUCTIONS (New & Returning Staff)

- Please fill out the **2024 W4 form**
- Send completed form to maddy@pinesprings.org

I9 INSTRUCTIONS (New & Returning Staff)

- **Returning Staff: Please fill out I9 Form.** We have your SS Card and DL from a previous year (unless stated otherwise in your welcome email).
- **First Time Staff: Please fill out I9 Form.** Bring **Social Security Card** and **Driver's License** (or copy) to Staff Orientation.

MEDICAL RELEASE FORM
IMPORTANT NOTES:

- **STAFF OVER 18 YEARS OLD:** You **DO NOT** need a physician's or parent's signature
- Please bring/send a picture of **health insurance card**
- Please include an up-to-date **immunization record**

RETURNING STAFF: Please see your **Welcome Email** 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 send those instead of getting new ones. All items in the PAPERWORK section must be completed

CHECKLIST

All CLEARANCES and PAPERWORK are critical to your employment with PSC
Please email all forms to maddy@pinesprings.org PRIOR to Staff Orientation or bring all COMPLETED forms to your first day

RETURNING STAFF CHECKLIST

- ☐ 2024 W4
- ☐ I9 Form
- ☐ Medical Release Form
  - ☐ Health Insurance Card
  - ☐ Immunization Record
- ☐ 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
- ☐ 2024 W4
- ☐ Medical Release Form
  - ☐ Health Insurance Card
  - ☐ Immunization Record
- ☐ I9 Form
  - ☐ Copy of Driver's License
  - ☐ Copy of Social Security Card