

PROCEDURES FOR OBTAINING CLEARANCES FOR SUMMER STAFF AND VOLUNTEERS RESPONSIBLE FOR THE WELFARE OF A CHILD OR HAVING DIRECT CONTACT WITH CHILDREN

***All forms are critical to your employment with PSC**

PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

1. Go to <https://epatch.state.pa.us>
2. Click on "Submit a new record check" (Purple button)
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** and keep a copy for yourself

PENNSYLVANIA 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
 - a. Create an "Individual Account" and follow prompts
 - b. Choose "Create Clearance Application"
 - c. 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..."
 - d. Follow prompts until finished
 - e. **Pay \$13 fee**
3. Clearance certification will be emailed (or mailed) directly to you. **Please email a copy to maddy@pinesprings.org** and keep a copy for yourself

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
 - a. Pine Springs Camp
PO Box 186
Jennerstown, PA 15547
5. Use this site to check hours and register for an appointment near you
 - a. Pay at fingerprint location - **Fee is \$22.60**
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**

MANDATORY REPORTER TRAINING – please complete this prior to coming to camp. You will not have time once staff training starts

1. Go to <https://www.reportabusepa.pitt.edu/>
2. Create account by clicking "Don't have an account? Click here"
3. *Training will take approximately 3 hours* – you can save your progress and come back.
4. Save and **email certificate to maddy@pinesprings.org**

Please email or send in hard copies of the documents listed below prior to your arrival for Staff Orientation. If unable to send prior, please bring these completed documents with you to Orientation. Any questions? Please contact maddy@pinesprings.org

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| <input type="checkbox"/> W-4 | <input type="checkbox"/> Copy of FBI Criminal History Report |
| <input type="checkbox"/> I-9 | <input type="checkbox"/> Copy of Social Security Card |
| <input type="checkbox"/> Medical Release | <input type="checkbox"/> Copy of Driver's License |
| <input type="checkbox"/> Release of Liability | <input type="checkbox"/> Copy of Mandatory Reporter Training |
| <input type="checkbox"/> Copy of PA State Police History Record | |
| <input type="checkbox"/> Copy of PA Child Abuse History Clearance | |