

Instructions for Clearances and Mandatory Reporter Training

www.KeepKidsSafe.pa.gov

To be employed at Twin Pines Camp, Conference & Retreat Center, any person who has direct oversight of, and contact with, children and youth, anyone under age 18, must have criminal background checks completed according to PA law. There are three items a person needs to complete, and submit a copy of the results to Twin Pines Camp, to comply with PA state law: PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Fingerprint Clearance, and Mandated Reporter Training certificate.

Below is information about how to access your criminal background check reports. For more information about criminal background checks, go to <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>.

PA Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/public/home>

You will have to create a Keystone ID. Follow the steps to create your account and change your password. Then log in to the site and click "Create Clearance Application." You will need a credit card; the cost is \$8. For "application purpose" choose "Regular Contact with Child." Complete the form and payment information. You will need to provide any former addresses and information about anyone you have lived with since 1975. When your record is returned (you will receive an email), print it and submit it to Shawn or Sam.

PA State Police Criminal Record Check: <https://epatch.state.pa.us/>

Select "Submit a New Record Check." Choose "Employment" as the reason. Fill in the form and payment information. You will need a credit card; the cost is \$22. When your record is returned, click on the record number beside your name. Then click on "certification form." Print this and send a copy to Shawn or Sam.

FBI Fingerprint Clearance¹: <https://uenroll.identogo.com/>

Enter the Service Code of "1KG756". On the next screen, select "Schedule or Manage Appointment." Provide your information as requested on the next few screens, and schedule an appointment. You will need a credit card; the cost is \$22.60. When you go to get your fingerprinting done, you will need to take with you one form of identification from the list at http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_267908.pdf. If you need the PA photo id waiver, that can be accessed at http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_268106.pdf. Upon receiving of your results, submit a copy to Shawn or Sam.

Mandated Reporter Training: The PA Department of Human Services has approved this training to meet the requirements of Act 31 www.reportabusepa.pitt.edu. This online course is designed to take 3 hours (most complete it in much less time). You do not have to complete it in one session. You can log out and come back later. At the end you will receive a certificate to print. Submit a copy of this to Shawn or Sam.

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¹Disclosure Statement Application for Volunteers:

http://twinpines.org/images/Summer_Director_pprwork/Disclosure-stmt-for-volunteers.pdf If you are volunteering (i.e. to direct a week of camp), this can be completed in place of the fingerprinting. It only applies if you have been living in PA for the past 10 years, continuously.