

Volunteer Clearance Requirements

Thank you for being interested in volunteering at Pine Valley Camp! If you are 14 years of age or older, you must comply with PA's state guidelines. In order to comply with state standards and to keep our children and staff safe, there are 3 requirements you must complete as soon as possible.

1. FBI FINGERPRINTING (Fee: \$25.75 for out of state)

- a. If you have lived in the state of PA for the past 10 years consecutively, then you can simply sign the affidavit form swearing and affirming you have not committed any of the listed items.

OR

- b. If you lived **outside of the state** of PA in the last 10 years, you must go to a fingerprinting site and complete the process.
 - i. https://www.pa.cogentid.com/index_dpwNew.htm this website includes information on cost, location of print sites, what you must bring with you, and how to register.
 - ii. To register online, you will need a credit card. The process can be quite lengthy, so please complete this as soon as possible.

2. CRIMINAL HISTORY BACKGROUND CHECK (Fee waived for volunteers)

- a. Go to this link: <https://epatch.state.pa.us/Home.jsp>
- b. Click the yellow box that says NEW RECORD CHECK (Volunteers Only!)
- c. Read the Terms and Conditions and then scroll down and click the checkbox recognizing your position as an unpaid volunteer.
- d. Then click ACCEPT if you accept the terms and conditions.
- e. Volunteer Organization Name: Pine Valley Camp
- f. Volunteer Organization Telephone Number: 724 752 1661
- g. Fill out the rest of the information according to your personal information. Click NEXT.
- h. Check that your information is correct and then click PROCEED.
- i. Fill out the record check form with YOUR PERSONAL information. Click ENTER THIS REQUEST.
- j. Scroll to the bottom and select FINISHED.
- k. A chart will appear with your name and information. Check that it is correct. Click SUBMIT.
- l. Another chart will appear. Click on the Control # next to your name. Your information will appear.
- m. Click the words **Certification Form**. If a popup appears, click OK.

- n. Print two copies of this certification form. One for you and one for Pine Valley Camp.
- o. Please mail this form to 504 Chapel Drive, Ellwood City, PA 16117.

3. CHILD ABUSE CLEARANCE (Fee waived for volunteers)

- a. Go online to <https://www.compass.state.pa.us/cwis/public/home> and click create an individual account.
- b. After you created the login, you will receive a confirmation email. Click the link in that email, sign in using your temporary password.
- c. Then, change your temporary password to a permanent password. WRITE YOUR USERNAME AND PASSWORD DOWN SOMEWHERE WHERE YOU WILL NOT LOSE IT. YOU WILL NEED IT LATER.
- d. Then, unfortunately, you will need to sign in AGAIN using your permanent password and this time click ACCESS MY CLEARANCES. Click CONTINUE at the bottom of the screen after reading the information.
- e. Next, click CREATE CLEARANCE APPLICATION. Read What to Expect and etc, then scroll down to the bottom of the screen and click BEGIN.
- f. Under APPLICATION PURPOSE, you will select the first option: **Volunteer Having Contact with Children**: applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
 - i. A dropdown menu will appear. Under Volunteer Category, select OTHER. Under Agency Name, type Pine Valley Camp. Then scroll to the bottom and click NEXT.
- g. Continue to fill out the information. When you come to the end, click SUBMIT.
- h. You will receive an email confirmation. It will tell you that you will receive your online clearances in about 2-4 weeks. As soon as you have your clearances, please print a copy and mail it to us at 504 Chapel Drive, Ellwood City, PA 16117. Or send us the link to info@pinevalleycamp.org so that we can print your clearance and have it on file.