Clearances Information for BGMC Volunteer Staff

In order to comply with state law, BGMC requires all ministry volunteers who are in direct contact with children to complete the following:

1. Pennsylvania Criminal Record clearance
2. Pennsylvania Child Abuse clearance
3. Mandated Reporter Training course (online)
4. (a) BGMC Disclosure Statement – for persons who have lived in the Commonwealth of PA for at least 10 years

    OR

    (b) FBI Criminal Background Check – for persons who have lived OUTSIDE the Commonwealth of PA within the last 10 years

These clearances must be renewed every 60 months (5 years).
If you have completed any of these requirements within the last 5 years, you do not need to repeat them – simply submit the results to BGMC.

See the corresponding instructions and information below.

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1) PA STATE POLICE CRIMINAL RECORD CHECK (SP4-164) – free

The Pennsylvania State Criminal Record Check from the PA State Police can be applied for online at **epatch.pa.gov/home**.

(For first time AND repeat checks) Click on "**New Record Check (Volunteers only)**" and follow the directions on the webpage. Once you submit this clearance, go to the last page and click on the words '**Certificate Form**' in blue letters to view the results and print the certificate (see a sample here – form #1). . If it says that your application is under review, please print out the last page or keep the control number (it starts with an 'R'), your name as typed in the application and the date of the submission so you can check on the status of your submission at a later time.

2) PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (CY113) – free

The PA Child Abuse History Clearance application can be filled out through the Child Welfare Portal at **www.compass.state.pa.us/CWIS**.

If this is your first time, you will need to **create an individual account** (note: you will need an email address to create an account). You will be asked to create a "Keystone ID" – basically, a username – and will be emailed a temporary password. Use this password to log in, and then change your password to something of your choice. REMEMBER YOUR KEYSTONE ID AND PASSWORD so that you can get back into your account!

If you're repeating your clearance, click on **Individual Login** and enter your Keystone ID (username) and password.

Fill out the application and submit it. You should have immediate access to your results – look for a green box below the E-Clearance ID, click on the link and print out the PDF (see a sample here – form #2). If the green box does not show up right away, use your login information to check the status at a later time.

3) MANDATED REPORTER TRAINING – free

Go to the Pennsylvania Child Welfare Resource Center's online training website at **reportabusepa.pitt.edu**.

a) If this is your first time taking the training, click "**Don't have an account? Click here**" to register. If you're repeating the course, log in using your username and password and then skip to "d" below.
b) Fill out the form. Be sure to answer "**NO**" to the questions about whether you are currently licensed and whether you are an Educator seeking credit. This will allow you to take the untimed, self-paced course. (If you need to take this course for a license or for credit as an Educator, select yes – you will then be directed to a TIMED course.)
c) Click "**submit**" – the next screen will assign you a username and password; WRITE THESE DOWN, hit "**Click here to log in**" and use them to log in.
d) From here you will begin the self-paced training course (click "**Access Your Course**").

Proceed through the course, allowing about two hours to complete it. Once completed, fill out the survey questions and then print a Certificate of Completion (see a sample here). The certificate can also be accessed, saved, and/or printed on the Print Your Certificate module after logging in.

If you have lived in the Commonwealth of PA for at least 10 years, please complete 4a.

4a) BGMC DISCLOSURE STATEMENT

Please sign and return the Disclosure Statement that was emailed to you.

If you have lived OUTSIDE the Commonwealth of PA within the last 10 years, please complete 4b.

4b) FBI CRIMINAL BACKGROUND CHECK – there is a fee for this check ($23.25 for volunteers); if you are financially unable to afford this fee, please contact the church office.

(For both first time and repeat checks) For information and to begin the registration process, go to **uenroll.identogo.com.**

The FBI Criminal check is a multi-step, fingerprint-based process that utilizes IdentoGO to process fingerprints. You must register online to make an appointment to get fingerprinted at one of the various locations. Click on the above link - in the middle of the page it will say "Enter your service code to get started". **Enter the code: 1KG6ZJ.**

Click "Schedule of Manage Appointment" and fill out the form. Upon submission, the system will prompt you to enter your zip code and choose a location to schedule an appointment to be fingerprinted. You will be required to pay the fingerprinting fee on-site by credit card at the time of your fingerprinting; you cannot pay online. You must bring official proof of identification (ie: driver's license, passport, etc.)

Once you have been fingerprinted, you should receive a certificate in the mail in 6-8 weeks (see a sample here – form #4) .

Please submit paper copies of each clearance, certificate and/or signed statement to Kristine McClain in the church office (IN AN ENVELOPE if leaving it in her mailbox) as soon as possible.

No other paperwork, receipts, etc. need to be submitted – only the results forms are required. Do not hand in your original copies; keep them for your records!

IF YOU HAVE ANY QUESTIONS REGARDING CLEARANCES, PLEASE CONTACT KRISTINE MCCLAIN OR MICHELLE AHN-DOETTGER

THANK YOU FOR YOUR COOPERATION AS WE STRIVE TO KEEP OUR KIDS SAFE AND COMPLY WITH PA STATE LAW!