

# Required Documents:



*The Child Protective Services Law requires all volunteers working with youth to complete three clearances: PA Criminal History, PA Child Abuse Clearance, and FBI Clearance. After being matched for 6 months, all household members over the age of 18 will be required to completed Steps 1 & 2 before a mentee is permitted to begin visiting the mentor in their home. Project Hope also requires that each of their mentors complete the Mandated Reporter training (online).*

*Should you reside in another state other than PA, there may be additional clearances required. Clearances must be obtained within one year of mentor's application date and must be renewed every two years. FBI Clearances do not need to be updated so long as the Mentor has maintained residence in PA. Should clearances cost any money, Project Hope will reimburse mentors provided their record comes back clean and the Mentoring Coordinator has received the receipt(s). **The Mentoring Coordinator must see all original clearances** and have a copy of each clearance for the mentor's file.*

## **1. PA Criminal History Clearance**

- a. Visit <https://epatch.state.pa.us>
- b. Choose the Volunteer option (free).
- c. Results are received immediately.
- d. Print and save for your records. Send to the Mentoring Coordinator.

## **2. PA Child Abuse Clearance**

- a. Visit <https://www.compass.state.pa.us/cwis/public/home>
- b. Create an Individual Account (free).
- c. Results will be emailed to you in 7-10 business days.
- d. Print and save for your records. Send to the Mentoring Coordinator.

## **3. FBI Clearance**

- a. Visit <https://uenroll.identogo.com/>
- b. Enter Code: 1KG6ZJ
  - i. Service Code is unique to Adams County Children & Youth Services. You may not use this code for another purpose.
- c. Find your local fingerprinting site and schedule an appointment.  
65 Billerbeck St  
Lincoln Intermediate Unit 12  
New Oxford, PA 17350-9375
- d. Results will be received via snail mail in 14-21 business days.
- e. Send your receipt to the Mentoring Coordinator for reimbursement (\$22.60).

## **4. Mandated Reporter Training**

- a. Visit [www.pacwrc.pitt.edu](http://www.pacwrc.pitt.edu)
- b. Click "Recognizing and Reporting Child Abuse Training" box & then "Registration" (top left). Complete form. Click Submit.
- c. Upon completing registration, log in with your username and password.
- d. Visit [www.pacwrc.pitt.edu](http://www.pacwrc.pitt.edu) & click "Recognizing and Reporting Child Abuse Training."
- e. Begin training. This training in particular can take up to 3 hours to complete. You do not need to complete this training in one sitting. Be sure to save your work before closing out (top right). It is suggested to start this training while you wait for your additional clearances, as you may be waiting 2-4 weeks for them to process.
- f. Print and save for your records. Send to the Mentoring Coordinator.

\*Internet Explorer does not permit you to save your progress. Please utilize another web browser.