



Background Check Instructions

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. 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. Should clearances cost any money, Project Hope will reimburse mentors provided their record comes back clean and the Program Coordinator has received the receipt(s). The Program 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 Program 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 Program 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.
- d. Results will be received via snail mail in 14-21 business days.
- e. Send your receipt to the Program Coordinator for reimbursement.

4. Mandated Reporter Training

- a. Visit 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 & 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 Program Coordinator.