



Volunteer Clearances

The safety of our students is a very high priority to the staff at Anchor!

Because our parent volunteers have an unusually high level of contact with students, we require all parents to maintain up-to-date clearances, and strongly recommend mandated reporter training.

By law, the following clearances must have been obtained within the last 5 years, and must be received by ACA before volunteering in any position that involves direct contact with students:

- PA Child Abuse History Clearance
- PA State Police Criminal History Record Check
- FBI Fingerprint-based Criminal History Report **OR** a signed Affidavit of Residency and Qualification

Because every volunteer at ACA is also a mandated reporter under current Pennsylvania law, and is **required** to report any instance of suspected child abuse, for your protection we also highly recommend training in recognizing and reporting suspected abuse. More information about current Child Protective Services Laws is available at <http://keepkidssafe.pa.gov>.

Instructions for Obtaining Clearances:

PA Child Abuse History Clearance (CY113) -- free

Start at the Child Welfare Portal at <https://www.compass.state.pa.us/CWIS/Public/Home>

- 1) Click "Create Individual Account" if you have never created a Keystone ID before. If you have a Keystone ID, skip to step 4.
- 2) Click "Next" to create your Keystone ID. An e-mail will be sent to you with your username; a second e-mail will be sent with your temporary password.
- 3) Go back to the Child Welfare Portal and click on "Individual Login" followed by "Access My Clearances" followed by "Continue" (at bottom right). After entering your username and temporary password, you will be asked to verify your account (either by answering security questions or by receiving an emailed security code). Once verified, choose the type of device you are using (private or public). You will then be prompted to create a new password. Once you create the new password, you will be logged out.
- 4) Return to the home page, click "Individual Login" again, and enter your username and password.
- 5) Agree to the "My Child Welfare Account Terms and Conditions" by selecting "I have read..." followed by "Next" and "Continue".
- 6) Choose "Create Clearance Application," click "Begin" and complete each step of the application.
 - In the "Application Purpose" section, please choose the first option "Volunteer Having Contact with Children" (otherwise you will be charged). Choose "Other" for the Volunteer Category and "Anchor Christian Academy" as the Agency Name.
 - Continue application until the Application Payment screen. Choose "No" when asked if the organization provided an authorization code.
 - When done, the Submission Confirmation screen should indicate that your application was successfully submitted. **Once your application has been processed, you will receive a notification via email to log in to your account and view the outcome/result of the application.**
- 7) Return to the Child Welfare Portal using the link in the email, and go to "Access My Clearances." After clicking in the green box at the bottom, a PDF of your certification will automatically download to your computer. Click on the file at the bottom left of the screen, save the file and print a copy to give ACA.

PA State Police Criminal History Record Check (SP4-164A) – free

Start at the PATCH web site <https://epatch.state.pa.us/Home.jsp>

- 1) Be sure to click on the yellow box for a “New Record Check” (for volunteers).
- 2) Check the box for the “Volunteer Acknowledgement Section” at the bottom of the following screen, then click “Accept.”
- 3) Complete the Personal Information section, and enter “Anchor Christian Academy” as the Volunteer Organization Name and “717-340-2230” as the Telephone Number.
- 4) Once you have verified that the correct personal information has been entered, click “Proceed.”
- 5) The following screen will be the actual Record Check Request Form.
- 6) Enter your name and social security number, DOB, and any previous names, then click “Enter This Request.”
- 7) Your personal information will be cleared from the form, and you can enter another individual’s (spouse, for example) information at this time, or leave the form blank.
- 8) When ready to view your record(s), click on the blue “View Queued Record Check Requests” hyperlink at the bottom of the screen.
- 9) Click “Submit” to process the record check(s).
- 10) Once processing is complete, you will see one of the following indicated in the Status column:
 - **No Record:** click on the blue number hyperlink in the Control Number column to view the details of your record check. Be sure to print the actual **Response for Criminal Record Check** by clicking on the “Certification Form” hyperlink towards the bottom center of the page. You can also save a PDF copy of the form for your files. Note that neither the “Record Check Details” screen nor the invoice is sufficient for your clearances.
 - **Request Under Review:** you will need to periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review" will result in one of the following final status:
 - No Record: Follow the instructions above for a no record response.
 - Record: Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form should be printed.
 - **Pending:** This status is occasionally assigned when traffic is extremely heavy and you will need to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Affidavit of Residency and Volunteer Qualification – may be notarized for free by Rachel Mohler

If you have been a continuous resident of the Commonwealth of Pennsylvania for the past 10 years, you are not required to obtain the FBI Fingerprint-based Criminal History Report.

However, you must sign the attached Affidavit stating that you are not disqualified from volunteering based upon a conviction of child abuse, an offense under 23 PA Cons Stat § 6344 (2014), or an offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act.

FBI Fingerprint-based Criminal History Report -- \$22.60

Appointments to be fingerprinted are not required, but **pre-registration is required** either online or by phone. To register online go to www.identogo.com, or by telephone call 1-844-321-2101. When you register, you will be asked to provide a service code. Please use Service Code **1 K G 6 Z J**.

Once registered, you may walk-in during a location’s posted hours of operation, but scheduling an appointment may lead to lesser or no wait times. You are strongly encouraged to contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

To review the list of acceptable identification documents that must be presented at the fingerprinting location, go to:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_267907.pdf.

To register at www.identogo.com:

- 1) Click on the blue box at the top right of the screen that says "Get Fingerprinted".
- 2) Select Pennsylvania from the drop-down menu box and click "Go".
- 3) Select the "Digital Fingerprinting" option by clicking on the blue circle with a fingerprint symbol.
- 4) Enter the service code 1KG6ZJ and click "Go".
- 5) Click "Schedule or Manage Appointment".
- 6) Enter your personal information.
- 7) Enter Anchor Christian Academy, 530 Milton Road, Lancaster, PA 17602 as your employer and address.
- 8) Enter your Citizenship Information.
- 9) If you have a maiden name, answer "yes" to "Have you ever used an alias?"
- 10) Enter the Alias and Personal Information.
- 11) Enter your mailing address.
- 12) Choose the document(s) you will bring to your fingerprinting appointment.
- 13) Search for an enrollment center and select your preferred location.
- 14) Select an appointment date and time; or select walk-in.
- 15) Print your registration confirmation and click "Done".

Mandated Reporter Online Training -- free

We are currently researching options for conducting an on-site training workshop for parents and volunteers. However, the University of Pittsburgh's Child Welfare Resource Center offers web-based training for mandated and permissive reporters. This training is free and takes approximately 3 hours. It can be accessed at www.reportabusepa.pitt.edu. (Note that the course cannot be taken on a mobile device, such as a cell phone or tablet). You may also submit certificates of training received during the course of professional duties.

- 1) Click on the "Registration" link at the top left of the screen to create an account. Enter your information and select "No" at the bottom of the registration page to acknowledge that your information will NOT be sent to the Department of State for licensure purposes.
- 2) Your newly created Username and Password will be displayed at the bottom of the screen. You will also receive an email with your username and password.
- 3) Follow the link at the bottom of the screen or in the email to log into your account.
- 4) You will automatically be enrolled in the course "Recognizing and Reporting Child Abuse" – click on the name of the course to begin.
- 5) After completion of the course, please print a copy of the training certificate for your files, and give a copy to ACA.



Affidavit of Residency and Volunteer Qualification

I, (Name) _____ of (City, State) _____ understand that this Affidavit is for the purpose of determining whether I may serve as an unpaid volunteer with Anchor Christian Academy, and I declare that the statements made herein are true under penalty of perjury.

I do hereby swear and affirm that I have resided inside the Commonwealth of Pennsylvania for the entirety of the ten-year period immediately preceding today’s date.

I do hereby swear and affirm that I have never been named as the perpetrator of a founded report of child abuse.

I do hereby swear and affirm that I have never been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:

- Criminal homicide
- Aggravated assault
- Stalking
- Kidnapping
- Unlawful restraint
- Rape
- Statutory sexual assault
- Sexual assault
- Involuntary deviate sexual intercourse
- Aggravated indecent assault
- Indecent assault
- Indecent exposure
- Incest
- Concealing the death of a child
- Endangering the welfare of a child
- Dealing in infant children
- Prostitution and related offenses
- Crimes related to obscene and other sexual materials and performances
- Corruption of minors
- Sexual abuse of children

I do hereby swear and affirm that I have not been convicted of a felony offense under Pennsylvania’s Controlled Substance, Drug, Device and Cosmetic Act, during the entirety of the five-year period immediately preceding today’s date.

I do hereby swear and affirm that I have never been convicted of an offense similar in nature to those crimes listed in paragraphs 3, 4 or 5 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation, or under a former law of the Commonwealth of Pennsylvania.

I do hereby swear and affirm that if I am arrested for or convicted of any offense listed above, or am named as perpetrator in a founded or indicated report, I must provide ACA with written notice no later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

Signature: _____ Date: _____

State of _____ County of _____

Sworn to and subscribed before me this ____ day of _____, (year) _____

Notary Public Name _____

Signature: _____