

Instructions for Clearances and Mandatory Reporter Training

www.KeepKidsSafe.pa.gov

To be employed at Twin Pines Camp, Conference & Retreat Center, any person who has direct oversight of, and contact with, children and youth, anyone under age 18, must have criminal background checks completed according to PA law. You need to complete three items and submit a copy of your results to Twin Pines Camp to comply with PA state law: (1) PA Child Abuse History Clearance, (2) PA State Police Criminal Record Check, (3) FBI Fingerprint Clearance, and Mandated Reporter Training certificate.

PA Child Abuse History Clearance:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

Choose if you want to do the clearance [Online](#) or by [Post Mail](#). The cost is \$13 for this clearance.

Online - First, click on "Create Individual Account." *If renewing because your last clearance was more than five (5) years ago, click on "Individual Login."* Read the page, and click "Next." Follow the steps to create your account and change your password. Then log in to the site and click "Create Clearance Application." You will need a credit card for the payment. For "application purpose," choose "Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service." Complete the form with the requested personal and credit card information. When you receive your results (you will receive an email), print the result and submit it to Sam.

Postal Mail – Fill out the form. For "Purpose of Certification," select "An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service." Mail completed application with a check or money order to "CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170."

PA State Police Criminal Record Check:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>

Choose if you want to do the clearance [Online](#) or by [Post Mail](#). The cost is \$22 for this clearance.

Online - Select "Submit a New Record Check" {Grey Box}. Read the next page, and click "Accept" at the bottom. On the next screen, click "Individual Request," then click "Continue." Choose "Employment" as the reason. Fill in the form and payment information. When you receive your response, click on the record number beside your name. Then click on "certification form." Print this and send a copy to Sam.

Postal Mail – Download the document. Provide the requested information. In the "Check One Block," choose "INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY." The "Reason for Request" is "Employment." Once the form is complete, mail it to "PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164, 1800 ELMERTON AVENUE, HARRISBURG, PA 17110-9758," along with a Money Order for \$22 made payable to "COMMONWEALTH OF PENNSYLVANIA." Once you get the results, please provide a copy to Sam.

FBI Fingerprint Clearance¹:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

Go to <https://www.identogo.com>. Next, do a “Search for Services by State” and select “Pennsylvania.” On the next page, select “Digital Fingerprinting.” At the top of the page, enter “1KG756” as the “Service Code,” then select “Go.” On the next screen, select “Schedule or Manage Appointment.” Provide your information on the following few screens, and schedule an appointment. You will need a credit card; the cost is \$25.25. When you get your fingerprinting done, you will need to take one form of identification from the list provided by clicking on “What do I need to bring to Enrollment?” Select the responses that apply to you on the next screen. Click “Next.” There, select the document you hold to take with you to the fingerprinting site. If you do not have one of those documents, you need to complete the PA photo-id waiver, accessed at

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_268106.pdf. Upon receiving your results, submit a copy to Sam.

Mandated Reporter Training: The PA Department of Human Services has approved this training to meet the requirements of Act 31 www.reportabusepa.pitt.edu. This online course takes approximately 3 hours (most complete it in much less time). You do not have to complete it in one session. You can log out and come back later. At the end, you will receive a certificate to print. Submit a copy of this to Sam.

Out of State Staff:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Out-of-State-Clearances.aspx>

Contact the department in your state to “Obtain a Child Abuse History background clearance” and “Obtain a Criminal history clearance.” Documents about who your state contact is are listed in the linked documents under “How do I obtain clearances from another state for use in Pennsylvania?”

You still have to complete the Mandated Reporter Training. Information to do so is provided above.

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¹Disclosure Statement Application for Volunteers:

https://twinpines.org/images/Summer_Director_pprwork/Disclosure-stmt-for-volunteers-2018.pdf. If you are volunteering (i.e., to direct a week of camp), this can be completed in place of the fingerprinting. It only applies if you have been continuously living in PA for the past ten years.