

Instructions for PA Volunteers who Will Work With Kids Updated 8/31/15

WHY: The Pennsylvania state legislature passed a new state child protective services law, which, **effective July 1st, 2015**, expands the requirement of background checks and mandated reporter training to all volunteers who work with children in schools, after-school programs, churches, and youth enrichment programs.

WHAT IT MEANS: In the past, schools and youth programs could decide whether or not to require background checks of volunteers, but now they are held accountable by this state law, put in place to protect children. This will affect all of the youth-based programs where we have had or will have Ursinus student volunteers.

WHAT YOU NEED TO DO: **Before** you begin volunteering at any program where you may encounter youth under age 18, you must complete the following steps as outlined by this guide. Please begin this process **AS SOON AS POSSIBLE**. We (and our community partners) do not want your volunteering to be delayed because we're waiting on your clearances.

Thank you for being proactive about this process!

Step 1: Take inventory of which clearances and trainings are required of you.

Clearance	Required by...
Report of Criminal History from the PA State Police	All volunteers
Child Abuse History Clearance from the Department of Human Services	All volunteers
Fingerprint based federal criminal history (FBI) submitted through the PA State Police or its authorized agent	Individuals who have lived outside Pennsylvania in the last 10 years.

Training	Required by...
Mandated Reporter Training	All volunteers

Step 2: Complete the clearances and trainings that are available online. I'll go through them one at a time here:

Clearance	URL	Estimated time to complete	Cost
Report of Criminal History from the PA State Police	https://epatch.state.pa.us/Home.jsp	10-15 minutes	FREE

1. Open your internet browser and paste the above URL.
2. Click on the yellow button that says "New Record Check" (Volunteers only)
3. Review the Terms and Conditions, and then scroll to the bottom of the page. Check the box next to the pink text (volunteer acknowledgement section) and click "Accept."
4. Fill out the Personal Information section. Note that only the sections with red asterisks (*) are required.
 - a. Next to "Reason for Request," it should automatically say "VolunteerFREE"
 - b. Next to "Volunteer Organization Name," type the name of the organization you'll be volunteering with, where you will have contact with children. *(If there is more than one organization you will be volunteering with where you will have contact with children, choose the one you will be working with the most frequently.)*
 - c. Use your home/permanent address (not your Ursinus address).
5. Review the summary of your information and click "Proceed" if it is all correctly entered.
6. Fill out the Record Check Request Form. Note that only the sections with red asterisks (*) are required.
 - a. Enter your name, social security number (recommended), date of birth, sex, and race (if you choose to identify).
 - b. If you have gone by a different name, enter that name into the Aliases section.
 - c. Click "Enter This Request." The fields on that page will appear to reset, but if you scroll to the bottom of the page once more, you will see "View Queued Record Check Requests (1)."
 - d. Click "Finished."
7. On the Record Check Request Review page, click "Submit." A bar showing progress of the check will appear.
 - a. When the check is completed, there should be something in the "Status" column (such as "No Record.")
 - b. Click on the blue Control Number link.
 - c. Click on the blue link that says "Certification Form"
 - d. Print out multiple copies of the Certification Form.
 - i. Print out one copy per organization where you will volunteer with children under age 18, and bring a copy to your supervisor at each organization.
 - ii. Send one copy to kturek@ursinus.edu, and UCARE will keep it in a secure file for future reference.

iii. Save one copy on your computer for your records.

Clearance	URL	Estimated time to complete	Cost
Child Abuse History Clearance from the Department of Human Services	https://www.compass.state.pa.us/cwis/public/home	15-30 minutes	FREE

1. Gather the following information before you start:
 - a. Addresses where you have previously lived
 - b. Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
 - c. Any previous names you have used or have been known by
2. Paste the above URL into your internet browser.
3. Click "Create Individual Account" (or login with your existing Keystone ID if you have one, and skip to #9)
4. Click "Next"
5. Create a Keystone ID between 6-10 characters long. **Be sure to write it down!**
6. Select the security questions you'd like to answer. Write down your answers exactly as you typed them in!
7. Click the "Finish" button
8. Check your e-mail for your temporary password.
9. Open a new browser window and paste the URL from above.
10. Click "Individual Login"
11. Click "Access My Clearances"
12. Review the page about disclosure of information, and click "Continue"
13. Log in with the Keystone ID you created and the temporary password that was sent to your e-mail.
14. Create a new password that is at least 8 characters long and meets the complexity requirements. Write it down so you don't forget!
 - a. For example, Ur\$inu\$2015 meets all requirements for length and complexity.
15. Click "Close Window"
16. Log in with your Keystone ID and the password you just created.
17. Review the Terms and Conditions, and select the button that says, "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions."
18. Click "Next"
19. Click "Continue"
20. Click "Create Clearance Application"
21. Click "Begin"

22. Under Application Purpose, select the first option, "Volunteer Having Contact with Children." Two follow up questions will appear.
- Select the appropriate volunteer category (in most cases, this will be "Other").
 - Under "Agency Name," enter the name of the organization you'll be volunteering with, where you will have contact with children. *(If there is more than one organization you will be volunteering with where you will have contact with children, choose the one you will be working with the most frequently.)*
 - Click "Next"
23. Under Applicant Information, the page will automatically fill in your name and birth date.
- Select a suffix, if applicable
 - Identify your gender (you may choose "Not Reported" if you wish).
 - Provide your social security number (recommended).
 - Add a phone number and click "Next"
 - Enter your home address (not your campus address)
 - Under Certificate Delivery Method, you can select "No," when asked "Would you also like to have a paper version of the certificate sent to your home or mailing address?" (It is faster to receive your certificate online!)
 - Click "Next"
24. Click "+ Add Previous Address" for each place you have lived since 1975, filling in details to the best of your ability.
- Click "Next"
25. Click "+ Add Household Member" for everyone with whom you have lived since 1975.
- Click "Next"
26. Review the application summary, making any edits where needed.
- Click "Next"
27. Check the box that says, "I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge...."
28. Enter your **first and last** name in the Signature field, as it appears on the Application Information screen.
- Click "Next"
29. When asked, "Did the organization you are volunteering for provide a code for your application," click "No," unless you were provided with a code (you don't need one!).
- Click "Submit Application"
30. You should receive an e-mail confirmation of the submission of your clearance application, letting you know that you will receive an e-mail notification of the outcome within 14 days. You can review your submitted application at any time through your Child Welfare Account by logging in online.

- a. If you have any problems signing into your account, contact the DHS Help Line at 1-877-343-0494 between 8:30 a.m.-4:45 p.m., Monday through Friday.

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When you receive your e-mail

notification of the outcome, be sure to print it out!

- a. Print out multiple copies of the results when obtained.
 - i. Print out one copy per organization where you will volunteer with children under age 18, and bring a copy to your supervisor at each organization.
 - ii. Send one copy to kturek@ursinus.edu, and UCARE will keep it in a secure file for future reference.
 - iii. Save one copy on your computer for your records.

Training	URL	Estimated time to complete
Mandated Reporter Training*	https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2_1	2-3 hours

*For a supplemental (and very informative!) TED Talk about the long-term effects of trauma, visit this link:
http://www.ted.com/talks/nadine_burke_harris_how_childhood_trauma_affects_health_across_a_lifetime?

1. Paste the above URL into your internet browser.
2. Click on the "Registration" link on the blue bar.
3. Fill out the personal information section. Note that only the questions with blue boxes require responses, and some provide a "Decline to answer" option.
 - a. For "County of Residence," select the PA county of your permanent address. If your permanent address is outside PA, select Montgomery County.
 - b. For "County of Employment," select Montgomery County.
 - c. For "How did you hear about this course?" select "Volunteer group."
 - d. For the licensure question, select "No."
 - e. Click "Submit"
4. Write down the username and password the system assigns you, keeping in mind they are case sensitive.
5. Click the words "Click here to login."
6. Enter the username and password given to you by the system.
7. The top left box of the next page should read "Your Courses." Click on the one that says "rrca-1042: Recognizing and Reporting Child Abuse."
8. Ensure your popup blocker is turned off for "www.reportabusepa.pitt.edu" and click "Launch course."
9. Click through the course as instructed by the system.
 - a. Note: While the system allows you to take breaks between sections and saves your progress, it is advisable to complete the whole training in one sitting in order to retain the most information!

- b. When you are asked at the end of Section 8 whether you are a Mandated or Permissive reporter, select “Mandated.”
- c. When filling out the Mandated Reporter demographics survey, check box number 7: “An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.” Select “Volunteer” from the dropdown menu.

10. Print out your certificate of completion.

- i. Print out one copy per organization where you will volunteer with children under age 18, and bring a copy to your supervisor at each organization.
- ii. Send one copy to kturek@ursinus.edu, and UCARE will keep it in a secure file for future reference.
- iii. Save one copy on your computer for your records.

Clearance	Required by...
Fingerprint based federal criminal history (FBI) submitted through the PA State Police or its authorized agent	Individuals who have lived outside Pennsylvania in the last 10 years.

Step 4: If you have lived outside Pennsylvania (i.e. had a home address outside Pennsylvania) at any time during the last 10 years, you must complete a FBI fingerprint-based criminal history clearance.

At this time, the Ursinus administration is determining its plan to address the fingerprinting requirement. All you must do for now is:

1. E-mail Katie Turek (kturek@ursinus.edu) to notify her that you have lived outside Pennsylvania in the last 10 years and will be required to get FBI fingerprinted.
2. Wait for further instructions to be sent shortly!