

Online Instructions for Children & Youth Volunteers at NWPC

If you have the required PA Criminal and Child Abuse clearances completed within the last 2 years, and have attended an updated PA Child Abuse Training, please submit copies of the clearances and/or certificate of completion to Peggy Gordon or Linda Black. All volunteers must read and sign the Policy (#1 below).

# 1 Policy	<ul style="list-style-type: none"> ○ Obtain a copy of the NWPC Policy for the Protection of Children and Youth from your activity leader or the church office. Read it carefully.
	<ul style="list-style-type: none"> ○ Complete and sign the Disclosure Statement for Volunteer Compliance and return it to the NWPC office.

# 2 Clearances	<ul style="list-style-type: none"> ○ Go to https://www.compass.state.pa.us/CWIS and follow the instructions to complete a PA Child Abuse History request.
	<p>Helpful Hints:</p> <ul style="list-style-type: none"> ✓ You will need a list of all previous addresses since 1975. If you do not know the street address, just enter as much information as you can (city and state will work). ✓ When the program first asks “What would you like to do today?” click on Access My Clearances to set up a Keystone Key account and proceed with the request. ✓ For Application Purpose, use Volunteer. ✓ For Agency Name, enter New Wilmington Presbyterian Church. ✓ When the program asks “Did your organization provide a payment code?” select yes if you received a code from either Peggy Gordon or Kay Taylor. If you did not request a billing code, select no and enter your credit card information. You can print a receipt at the end and submit it to Kay Taylor for reimbursement if you wish.
	<ul style="list-style-type: none"> ○ Go to https://epatch.state.pa.us and follow the instructions to complete a PA Criminal Record request.
	<p>Helpful Hints:</p> <ul style="list-style-type: none"> ✓ You will need to use your own credit card for the \$10.00 fee. You can print a receipt at the end and submit it to Kay Taylor for reimbursement. ✓ Reason for request is Volunteer. ✓ Be sure to click the Certification Form link and print the form. Unless you save the file, you will no longer have access to the form once you leave the program.
	<p>If you have not been a resident of the state of Pennsylvania for all of the past 10 years,</p> <ul style="list-style-type: none"> ○ Go to https://www.pa.cogentid.com//index_dpw.htm and follow the instructions to request an FBI Criminal Background Check. Give a copy of the FBI Criminal Background Check to Peggy Gordon or Linda Black.

# 3 Training	<ul style="list-style-type: none"> ○ Go to https://www.reportabusepa.pitt.edu and follow the instructions to complete the training and print a certificate of completion.
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Contact either [Peggy Gordon](#) or [Linda Black](#) for assistance.