

Online Request Instructions for Volunteers New Wilmington Presbyterian Church

If you have the required PA Criminal and Child Abuse clearances completed within the last 4 years, and have attended an updated PA Child Abuse Training, please submit copies of the clearances and/or certificate of completion to Judi Hartzler or Linda Black

# 1 Sanctuary 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 NWPC website. Read it carefully.
	<ul style="list-style-type: none"> ○ Complete and sign the Disclosure Statement for Volunteer Compliance in front of a witness 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. ○ Keep a copy for your files and make a copy for the church file.
	<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 <u>Volunteer</u>. ✓ For Agency Name, enter New Wilmington Presbyterian Church. ✓ Once you receive notice that the clearance is complete, print your copies.
	<ul style="list-style-type: none"> ○ Go to https://epatch.state.pa.us/Home.jsp and follow the instructions to complete a PA Criminal Record request. ○ Keep a copy for your files and make a copy for the church file.
	<p>Helpful Hints:</p> <ul style="list-style-type: none"> ✓ Reason for request is <u>Volunteer</u>. ✓ <u>Be sure to click the Certification Form link and print the form.</u> Unless you save the file, you will no longer have access to the form once you leave the program.
	<ul style="list-style-type: none"> ○ If you have not been a resident of the state of Pennsylvania for all of the past 10 years, ○ 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 Judi Hartzler or Linda Black. <p>Helpful Hints:</p> <ul style="list-style-type: none"> • For reason Fingerprinted, enter Employment with a significant likelihood of regular contact with children (there is no volunteer category). • After completing and submitting your request, you will need to take your registration number and a photo ID to a fingerprinting location. The closest locations are: <ul style="list-style-type: none"> • Midwestern Intermediate Unit, 453 Maple St., Grove City, PA 16127 • CCIS of Lawrence County, 1001 E. Washington St, Suite 1, New Castle, PA 16101
<ul style="list-style-type: none"> ○ Give a copy of the PA Child Abuse Clearance, PA Criminal Record Clearance and FBI Criminal Background Check to Judi Hartzler or Linda Black. 	

**# 3
Training**

- Go to <https://www.reportabusepa.pitt.edu> and follow the instructions to complete the training and print a certificate of completion.

Contact either Judi Hartzler or Linda Black for assistance.