

Volunteer Background Clearance Instructions

Thank you for your interest in volunteering.

All of our volunteers are required to obtain three clearances, and complete an online training prior to volunteering. The instructions are listed below for each clearance. Please contact Mickey Grey, at 717-238-1880 or mgrey@infinityschool.org, with any questions.

We can accept clearances you have completed for other organizations, if they are the same clearances we require, and if they were done within the past year. Please note, we do not accept volunteer badges from other groups. We need the individual clearances obtained to be given the badge. Our requirements may differ from other schools/organizations.

1. PA Child Abuse Clearance (for help call CWIS Support Center at 1-877-343-0494)

There is no charge for volunteers.

When you are ready to complete this clearance, please contact Mickey Grey at mgrey@infinityschool.org for the payment code.

Applicants complete and submit the application online using the following steps:

- Register for an individual account on the CWIS Child Welfare Portal (<https://www.compass.state.pa.us/cwis>).
- Once you register, return to the same website and login to access your application.
- Complete all the requested information.
- When asked "Did you receive a free clearance during the past 57 months". Answer "no". When you get to the payment screen, check the box to indicate you have a prepaid code. This is a one-time use only code. If you have a problem with the code, e-mail Mickey Grey at mgrey@infinityschool.org and she will provide a new code via e-mail. If you have had a free clearance done within the past five years, the system will not accept the code. In this case, please pay for the clearance and we will reimburse you when you bring a receipt to the office.
- **Let Mickey Grey (Infinity office) know you have completed the clearance, so she can obtain the results online.**

2. PA Criminal Record Check (for help contact PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972))

There is no charge for volunteers.

Applicants complete and submit the application online using the following steps:

- Make sure you are near a printer so your clearance can be printed once completed.
- Go to <https://epatch.pa.gov>
- Click on "New Volunteer Record Check"
- Read agreement, check box and click on "accept"
- Fill in personal information, and click on "next"
 - o Enter Infinity Charter School. Our phone number is 717-238-1880.
- On next screen, verify information and click on "proceed".
- Fill in personal information, and click on "enter this request".
- View queued record check request (in blue).
- Next screen "Record Check Request Review" – review information and click on "submit", which will run the check.
- Next screen "Record Check Request Results – click on the number in "control #" box.
- Next screen "Record Check Details" – click on "certification form"
- **Print form and bring to Infinity office. They do not send us a copy.**
- **If you have problems printing the form, write down the following information and bring it to the office, so we can look your clearance up – control #, your name exactly how it was entered, and the date of the request.**

3. Act 31 Online Mandated Reporter Training (for help, email helpcppl@pitt.edu)

This clearance is designed to take approximately three hours to complete. It does not need to be completed in one sitting. You will be able to save your progress.

All volunteers are required to have Act 31 mandated child abuse reporter training. If you have had this training for work or another volunteer position, please provide a copy of a certificate or other proof of completion. For those who need to complete the training, we are using a free online training offered through the University of Pittsburgh. Follow the instructions below to complete the training.

- Make sure you are near a printer so your certificate can be printed once the training has been completed.
- Go to www.reportabusepa.pitt.edu
- On the top bar, click “registration”
- Complete the personal information
 - o For county of employment enter “Dauphin”
 - o For how did you hear about training, enter “volunteer group”
 - o Are you licensed or applying for... enter “no”
- Make note of user name and password.
- “click here to login”
- Your course is: Recognizing and Reporting Child Abuse (The course number is irrelevant.)
- Go through lessons as prompted.
- Section 9 survey
 - o #1. Click on #12 “An individual supervised or managed by...”
 - o #2. “volunteer”
 - o “Done”
- Section 11 **Print certificate and bring to Infinity office.**

4. FBI Clearance (for help, call 1-844-321-2101)

Infinity requires **every volunteer** to have an FBI Clearance on file.

There is a \$23.25 fee for volunteers. Infinity will reimburse this fee once you submit a receipt, and have completed all clearances and training.

There are two ways applicants can register for a fingerprinting appointment:

- o Online: Go to <https://uenroll.identogo.com/>
- o Telephone: Call 1-844-321-2101 and listen to the options menu
- o **Enter service code 1KG6ZJ**
- After entering your information and scheduling a fingerprint appointment time, **print your service summary information.**
- Take the service summary information to the fingerprinting site.
- Make sure you **get a copy of the receipt.** Submit receipt and FBI Clearance Reimbursement Request to office for reimbursement.
- **Print official results and bring to Infinity office.** They do not send us a copy.

Important Information for Applicants Who Request Electronic FBI Results

*****When you are given the results electronically, you must download it, save it and/or print it right away. There will be no second access to the electronic result.*****

This opportunity only applies to results with no record. During the registration process you will be asked for an email address and will be asked to create a security question and a security answer. It is very important that once you create the security question and answer that you retain this information. Three unsuccessful logins will prevent you from retrieving your results electronically. In order to prevent any unauthorized release of information your **security information cannot be reset.** (continued on next page)

Shortly after your fingerprints have been taken and a result can be provided, you will receive an email. You will be advised to click on the link within the email and enter the security question and answer. If you lock yourself out of the security question and answer the result will be transmitted by US Mail. Current Mailing timelines take 7-10 business days to reach the intended destination.

5. The Infinity Charter School Volunteer Affidavit

This form is for volunteers who already have an FBI Clearance on file at Infinity. (All of our volunteers are required to complete an FBI Clearance.) It is used in place of renewing an FBI Clearance.

You may complete the top of the affidavit at home; however, **the form must be signed in front of an Infinity employee who will sign as the witness.** The witness can be any office staff member or teacher.