

BACKGROUND CHECK REQUIREMENTS FOR VOLUNTEERS

All RMBC Volunteers over 18yrs of age are **REQUIRED BY LAW** to have 3 **Clearances** and **Reporter Training** completed. All Clearances are good for 60 months.

See PA's **FACT SHEET ABOUT BACKGROUND CHECKS FOR EMPLOYEES:**

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135246.pdf

DO YOU HAVE CURRENT BACKGROUND CLEARANCES?

RMBC will accept copies of Employment or Volunteer Clearances acquired within the past 24 months of start date if the Volunteer submits:

(1) Copies of all required Clearances, and (2) Signs the Non-Disqualification Statement.

1. PA STATE POLICE CRIMINAL CHECK - *RMBC will complete and give you a copy.*

2. PA CHILD ABUSE HISTORY CLEARANCE (FREE)

- LOG-ON: <https://www.compass.state.pa.us/cwis/public/home>
- Click: [CREATE INDIVIDUAL ACCOUNT](#), or INDIVIDUAL LOGIN (if you already have an account)
- Follow the instructions to create an Individual Account, and submit a request for a PA Child Abuse History Clearance. You are applying **VOLUNTEER** clearance (no fee).
- Once you receive your Clearance, you must provide camp with a copy.

3. FBI BACKGROUND CHECK – FINGERPRINTING *

ONLY FOR VOLUNTEERS WHO ARE NOT PA RESIDENTS FOR THE LAST 10 YEARS.

1. LOG-ON: <https://uenroll.identogo.com/>

2. ENTER SERVICE CODE: **1KG756**

INSTRUCTION SHEET from Department of Human Services:

http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_267908.pdf

3. Schedule a fingerprint appointment: <https://uenroll.identogo.com/workflows/1KG756/appointment>

When prompted to choose a form of payment, select NCAC option.

Enter your unique NCAC: **(RMBC WILL ISSUE A CODE)**

NOTE: Print and keep a copy of your receipt to show at your fingerprinting appointment. Afterwards, give a copy of the receipt to RMBC office.

4. FIND A FINGERPRINTING LOCATION: <https://uenroll.identogo.com/workflows/1KG756/locator/location>

5. FOR OUT-OF-STATE INDIVIDUALS: If at all possible, all RMBC staff should plan to acquire the Fingerprinting Check in PA at a fingerprinting location. There is a location 15 minutes from camp at the **Barnes-Kasson Hospital Admin Office at 2872 Turnpike St. Susquehanna, PA 18847 (Hours: Mon: 8:00am- 12:00pm, Tuesday & Thursday: 11:00 AM - 03:00 PM).**

If it is impossible to acquire fingerprinting at an IDentoGo site in PA, you will need to **Submit a Fingerprint Card by Mail:** <https://uenroll.identogo.com/workflows/1KG756/hardcard/bio>

4. Child Abuse Reporting Training – This Training must be complete before employment begins. Once the online training is complete, email or print a copy of “Training Certificate” to Camp Office- rmbc@rockmountain.org for RMBC records.

- LOG-ON: www.reportabusepa.pitt.edu

QUESTIONS? Contact Reid

Reid Anderson – ReidA@RockMountain.org 570-756-2200 x216

NON-DISQUALIFICATION STATEMENT

Employees under 18 years of age, or Volunteers, who have been **residents of Pennsylvania for the previous 10 years** do not need to acquire FBI Fingerprinting background clearances. But are required to swear in writing that they are not disqualified from employment or service as defined by PA Law.

Employees 18 years of age and over, **with current background clearances** in accordance with PA Law, may transfer their clearances but are required to swear in writing that they are not disqualified from employment or service as defined by PA Law.

I, _____, affirm that I am not disqualified from employment or service under Section 6344(c) or have not been convicted of an offense similar in nature to a crime listed in Section 6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania.

_____ Name of Employee/Volunteer	_____ Date	_____ Name of Parent/Legal Guardian	_____ Date
			<i>(Must be signed for employees under 18 yrs)</i>