

# BACKGROUND CHECK REQUIREMENTS FOR EMPLOYEES

All RMBC Employees are **REQUIRED BY LAW** to have these **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](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135246.pdf)

## DO YOU HAVE CURRENT BACKGROUND CLEARANCES?

RMBC will accept copies of Employment Clearances acquired within the past 24 months of hire  
(**Cannot have been for a Volunteer position**) if the Employee submits:  
(1) Copies of all 3 Clearances, and (2) Signs the Non-Disqualification Statement.

## 1. PA STATE POLICE CRIMINAL CHECK *(CAMP WILL COMPELTE AND GIVE YOU A COPY)*

## 2. PA CHILD ABUSE HISTORY CLEARANCE

- 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 for an “**Employment with Significant Likelihood of Regular Contact with Children**” (**NOT VOLUNTEER**).
- HOW DO I PAY? Enter your unique Payment Code: **74FB5P8PCMT**
- Once you receive your Clearance, you must provide camp with a copy.

## 3. FBI BACKGROUND CHECK – FINGERPRINTING

FBI Background Checks are waived for Employees who are 14-17yrs of age who are PA residents for previous 10 year period, as long as the Non-Disqualification Statement is signed by the employee and a parent/guardian.

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](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 **Credit Card** option.

**NOTE: You will be reimbursed after you have finished the appointment. Print and keep a copy of your receipt to show at your fingerprinting appointment. Give a copy of the receipt to RMBC office to be reimbursed.**

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).

\*\* **MINORS WITHOUT A PHOTO ID:** You must select the Photo ID Waiver for Minors if you do not have an accepted form of Photo ID. [http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_268106.pdf](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_268106.pdf)

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](mailto:rmbc@rockmountain.org) for RMBC records.

- LOG-ON: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

## QUESTIONS? Contact Brittany

Brittany Baechtle – [Brittany@RockMountain.org](mailto:Brittany@RockMountain.org) 570-756-2200 x206

## 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

*(Must be signed for employees under 18 yrs)*