



# Volunteer Background Clearance Instructions

The instructions are listed below for each of the three clearances and one online training. Please contact Alyssa Fritz, at 717-238-1880 or [alyssafritz@infinityschool.org](mailto:alyssafritz@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

**THERE IS NO CHARGE FOR VOLUNTEERS.**

- Go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
- Create an Individual Account on the Child Welfare Portal
- Once you receive the clearance, please send to [alyssafritz@infinityschool.org](mailto:alyssafritz@infinityschool.org)

For help call CWIS Support Center at 1-877-343-0494.



## 2. PA Criminal Record Check

**THERE IS NO CHARGE FOR VOLUNTEERS.**

- Go to [epatch.pa.gov](http://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".
- Enter Infinity Charter School and 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 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".
- Send control #, name (exactly how entered), and date of request to [alyssafritz@infinityschool.org](mailto:alyssafritz@infinityschool.org)

For help contact PATCH Helpdesk at 1-888-783-7972.



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### 3. FBI Clearance

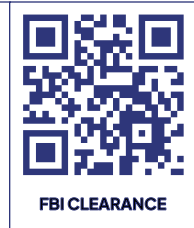
Every volunteer must have an FBI Clearance on file.

Infinity will reimburse the \$23.25 fee. Send your receipt to [alyssafritz@infinityschool.org](mailto:alyssafritz@infinityschool.org)

Register for a fingerprinting appointment:

- Go to [uenroll.identogo.com](http://uenroll.identogo.com)
- Enter service code **1KG6ZJ**
- Take note of your security questions for later. 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.
- Make sure you get a copy of the receipt. Submit receipt and FBI Clearance Reimbursement Request to office for reimbursement.
- Your official results will be emailed to you. Please open on a computer as this site is NOT mobile friendly. This is a ONE TIME USE link. Download, take a screen capture, or print for our records. Email a copy to [alyssafritz@infinityschool.org](mailto:alyssafritz@infinityschool.org).

For help contact 1-844-321-2101.



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### Act 31 Online Mandated Reporter Training

This clearance is designed to take approximately two to 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.

- Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
- Create an account
- For county of employment enter "Dauphin"
- For how did you hear about this course, enter "volunteer group"
- Are you licensed or applying for... enter "no"
- Make note of user name and password. Continue to login.
- Your course is: Recognizing and Reporting Child Abuse (The course number is irrelevant.)
- Go through lessons as prompted.
- Section 9 survey
- #1. Click on #12 "An individual supervised or managed by..."
- #2. "volunteer"
- "Done"
- Section 11 Print or download. Email copy to [alyssafritz@infinityschool.org](mailto:alyssafritz@infinityschool.org)

For help, email [helpcpsl@pitt.edu](mailto:helpcpsl@pitt.edu).

