



Volunteer Requirements

Original versions of clearances (renewed within the last year) must be on file prior to the start date.

1. PA Child Abuse History Clearance (one free check for volunteers every 5 years)

- Go to <https://www.compass.state.pa.us/cwis/public/home>.
 - Select “Create Individual Account.”
 - Follow the instructions for processing your request.
 - **Print two copies. Submit one to The Mix at Arbor Place and keep one for your records.**

2. State Police Pennsylvania Access to Criminal History (PATCH) Record (free for volunteers)

- Go to <https://epatch.state.pa.us/Home.jsp>.
 - Select “New Record Check (Volunteers Only).”
 - Accept the terms and select “Individual Request.”
 - Follow the instructions for processing your request.
- Check your results: sometimes it comes back right away with “no record,” other times you have to wait and check the status later.
- **When your status updates to “no record,” print two copies. Submit one to The Mix at Arbor Place and keep one for your records.**

3. FBI Background Check (\$23 fee – MUST be processed through the Dept. of Human Services)

- Register for fingerprinting with Identogo
 - Go to <https://uenroll.identogo.com>
 - Agency Service Code: **1KG6ZJ** (volunteer use only)
 - Click “Schedule or Manage Appointment” and follow the instructions for processing your request.
 - **Print and submit the confirmation page to The Mix at Arbor Place as a placeholder until you receive your record.**
- Get fingerprinted. (Ask for a receipt that shows proof of fingerprinting.)
- Show The Mix at Arbor Place the original hard copy for approval (mailed 2-4 weeks after appointment).

4. Online Training Course Certificate – Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training (due prior to start date)

- Go to www.reportabusepa.pitt.edu
- Select “Registration.”
- Fill in personal information. Your username and password will be emailed immediately.
- Log in and select “Your Courses.”
- Complete the timed training.
- **Print two copies of the certificate. Submit one to The Mix at Arbor Place and keep one for your records.**