



## VOLUNTEER REQUIREMENTS

Original versions of clearances (renewed within the last year) must be on file prior to 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 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 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 as a placeholder until you receive your record.**
  
- \* Get fingerprinted. (Ask for a receipt that shows proof of fingerprinting)
  
- \* Show The Mix 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](http://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 and keep one for your records.**