

DIRECTIONS FOR VOLUNTEER CLEARANCE CHECKS

This is mandatory for everyone to complete! A copy of each of these clearances should be turned into the Welcome Center at the YMCA.

Directions for online PA State Background Check

1. Go to <https://epatch.state.pa.us/Home.isp>
2. Click New Record Check (Volunteers Only)
3. Read the Terms and Conditions for the use of Patch, when finished click the box at the bottom of the page verifying that you are using the clearance as an unpaid volunteer.
4. Click Accept
5. Complete form
 - a. For Volunteer Organization Name type YMCA of Indiana County
 - b. For Volunteer Organization Telephone Number: 724-463-9622
6. Click next
7. Verify information then click proceed
8. Complete this form with as much of your information as possible
9. Click Enter this Request
 - a. If you are completing this form for one person click finished
 - b. If you are completing this form for more than one person, enter the information for each person then click Enter this Request. When finished completing information for all persons click Finished.
10. On the next screen verify the information then click Submit. not close page until site has finished processing information.
 1. Click the Control # beside your name (the number should begin with an R followed by a series of numbers and is blue text).
12. On the next screen click Certification Form (in blue type at the bottom of the page).
13. If a dialogue box appears click ok
14. Print and Save your Certification Form

Directions for online Child Abuse Clearance

1. Go to: <https://www.compass.state.pa.us/cwis/public/home>
2. If you do not have a Keystone ID, click Create Individual Account and complete all necessary steps.
3. After creating an ID click Individual Login.
4. On the next screen click Access My Clearances
5. Click Continue and login
6. At the top of the screen click Create Clearance Application
7. Complete all necessary steps
 - a. Be sure to click that you are completing the application as a Volunteer, otherwise you will have to pay for the clearance.

- b. Click other for Volunteer Category
 - c. Agency Name: YMCA of Indiana County
8. After completing form clearance will take up to 2 weeks to be returned. You should receive an email when clearance has been completed.
9. Once you have received the email, login in to your account
10. Click on your clearance, it will then open in a separate tab as a PDF 1 1. Please print and save the PDF.

FBI Fingerprinting

- FBI Fingerprinting Background Check only needs to be completed if you have not lived in Pennsylvania for the past 10 years.
- To complete this process please go to <https://uenroll.identogo.com/> to begin the process.
- You will need to enter the following code to get started **1KG756**
- If you have lived in Pennsylvania you have the choice of signing a notarized affidavit, which can be picked up at the Welcome Center at the YMCA, or to complete the fingerprinting process.
- This process is not free to volunteers, you will have to pay for this clearance.

Redwoods Training

- Go to <https://redwoodsinsitute.csod.com/selfreq/register.aspx?> Code is 5647.
- (If you previously registered, go to <https://redwoodsinsitute.csod.com/client/redwoodsinsitute/default.aspx>)
- Trainings that need to be completed are: Risk Management 101 and Child Abuse Prevention for Volunteers