



## **Instructions for Completing Background Clearances for Employees**

### **You must complete:**

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. FBI Federal Criminal History Clearance and Fingerprinting
4. Training for Mandated Reporting (Joy El will provide this on-site.)

Note: If you already have copies of the above clearances dated December 31<sup>st</sup>, 2014 or later, please provide copies to Joy El

**If you have questions anytime throughout this process, you are welcome to contact Rachel Shively, 4.12 Female Coordinator at [Rachel@joyel.org](mailto:Rachel@joyel.org) for assistance.**

Welcome to the Joy El Generation 4.12 Leadership Training Program!

As you prepare for the coming years in the 4.12 Program, there are a few items that you need to take care of as quickly as possible. Please note, **these clearances are acceptable for 5 years and can be used in other ministry contexts as well.**

There are 3 background checks that are required by the state of Pennsylvania for anyone working with children. Below are the general instructions for each site in order to complete this process. *Please note that there are separate fees for each these clearances.*

**All three clearances will need to be completed and turned in to Joy El before you are able to serve as a junior counselor.**

### **1. ACT 151 (CY 113) PA Child Abuse History Clearance (\$12)**

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived since 1975
  - Names of all individuals with whom you have lived since 1975 to include parents, guardians, siblings, spouses, etc.
  - Any previous names you have used or have been known by
- Go to <https://www.compass.state.pa.us/cwis/public/home>
  - Access the home page and go to (Create Individual Account)
  - General Information page click the next button
  - Follow the Process to create the account and receive the confirmation email
  - Close and Re-open home page and go to "Individual Account"
  - Click "Access my clearances"
  - Login with temporary password provided to you and set up permanent password
  - Follow set up process
    - Please note: PLEASE ONLY CHECK THE BOX: "REGULAR CONTACT WITH CHILD"
  - Re login and go to "Create Clearance Application" and follow the instructions.
  - You will receive an email with a link to your results. When you open the results, save them to your computer and email the PDF. Please print a copy for your records as well.
  - Send copies of your processed clearance to [Nate@joyel.org](mailto:Nate@joyel.org) or send via mail to Joy El

## **2. Act 34 (SP4-164) PA State Police Criminal Record Check (\$22.00)**

- Go to <https://epatch.state.pa.us>
- Click "Submit a new record check" **do NOT** click "New Record Check- Volunteers only"  
Organization- Joy El Camps and Retreats; Phone Number: 717-369-4539
  - Accept conditions
  - Click Individual request
- Fill out all the information (Do not select the "Volunteer Category"- select "Individual 14 years of age or older who is applying for holding a paid position...")
- Click "Enter This Request" There will be a loading bar that says (Processing). When processing is complete click on the results which link you to a PDF of your results immediately.
- Send copies of your processed clearance to [Nate@joyel.org](mailto:Nate@joyel.org) or send via mail to Joy El

## **3. Act 114 FBI Federal Criminal History Clearance- Fingerprinting (\$22.60)**

**\*\*\*\* Please note that the below instructions are for residents of PA. You may have your fingerprints completed at a local fingerprinting center since it is a FBI clearance. Please check on the state you are currently in to see their fingerprinting process and have them done there. Then send the results to [nate@joyel.org](mailto:nate@joyel.org) or by mail to Joy El.**

Go to: <https://uenroll.identogo.com/>

**You must fill out the application online before going to get your fingerprints done.**

- On the first page enter the service code: 1KG756
- On the next page click "Schedule or Manage Appointment."
- Fill out the form as you are directed. See below for special tab information to include.

Employer Information- Joy El Camps and Retreats; 3741 Joy El Drive Greencastle, PA 17225

Personal Questions- List Joy El as your mailing address to ensure the fingerprint results will reach Joy El by mail.

Documents- Please select the document you will be certain you can bring with you to the finger printing station.

Location- On the final page type in your zip code to find fingerprinting service centers near you and schedule an appointment at the location you would like.

Date and Time- Set up your exact appointment time or choose (Walk In) to go at any time.

- o Once finger registration is complete go to the nearest finger printing station to have your finger prints completed. NO CASH ALLOWED. You must pay using a card.
- On the confirmation screen of your appointment and pre-enrollment, *print at least 3 copies*, 1 copy for yourself, one for Joy El so we know you registered, and take the 3rd one with you to the fingerprinting site when you go for your scheduled appointment.

**Once Fingerprinting is complete:** send a copy of your "Appointment Email Confirmation", "Fingerprinting Receipt", and the copy of your clearance when you receive it. The copy of the clearance results you will receive by mail is an "official" copy for your records. You **MUST** turn in a copy of this document to Joy El as soon as you receive it.

If you have not received it in 8 weeks, please call the Department of Public Welfare (1-877-371-5422).

**Copies of each document are to be sent to [Nate@joyel.org](mailto:Nate@joyel.org) once received. We advise you keep copies for yourself as well. Thank you so much and we are so excited to have you as part of the 4.12 Program!**