**4.12 LTP and Barnabas Mentor Clearance Paperwork Q & A**

**What Clearances do I need to apply for?**

* The state of Pennsylvania requires three clearances for paid employees, which includes 4.12 students. You are required to have:
  + PA Child Abuse Clearance (employee version, NOT VOLUNTEER VERSION)
  + PA Criminal Record Check Clearance (employee version, NOT VOLUNTEER VERSION)
  + FBI Finger Printing Clearance (no difference for volunteers or employees)
* If you are a volunteer (including Barnabas Mentors), you are required to have:
  + PA Child Abuse Clearance (volunteer version or employee version are acceptable)
  + PA Criminal Record Check Clearance (volunteer or employee version are acceptable)
  + FBI Fingerprinting Clearance (no difference for volunteers or employees) OR signed Pennsylvania Affidavit if you have lived in Pennsylvania consecutively for the last 10 years

**How long do the clearances last?**

* The PA Child Abuse Clearance, PA Criminal Record Check, and FBI Fingerprinting Clearance all last 5 years.

**What is the deadline for 4.12 Clearances?**

* September 30th for all students 14 years of age or older. If a student is under 14 years of age, they have one month following their 14th birthday to apply and submit results. Students are not required to wait until they are 14 to apply for these clearances and we do encourage them to begin the process earlier.

**What is the deadline for Barnabas mentors?**

* Barnabas mentor clearances are also due by September 30. If you do not complete the clearances by this time, we will begin a process of evaluating your involvement with the program and will communicate about the process with you, your mentee and his/her parent(s). *You may not meet with your student until all clearances have been completed and submitted.*

**What happens if I do not complete the clearances by the 4.12 deadline?**

* For students who do not complete their clearances by September 30th or one month following their 14th birthday, they will be eligible for dismissal from the 4.12 Leadership Training Program.

**How much do I have to pay to complete the clearances?**

* PA Child Abuse History Clearance $13
* PA Criminal Record Check Clearance $22
* FBI Fingerprinting Clearance $23.85

**What if I applied for a clearance but have not received the results back?**

* Instructions to have clearance results resent can be found on our 4.12 Resources Page at https://joyelgeneration.org/4-12-leadership-training/resources/

**What if my child is not 14 years of age yet?**

* Students who are not yet 14 can still begin the process of applying for the needed clearances. However, they are not required until one month following their 14th birthday.

**How can I get help with completing my clearances?**

* If you have any additional questions related to the process of applying for these needed clearances, please email Rachel Shively ([rachel@joyel.org](mailto:rachel@joyel.org), director of the 4.12 Leadership Training Program). She will be glad to assist you!

**What if I don’t live in PA? How does this impact me applying for the PA state clearances?**

* If you do not live in the state of PA, you are still required to have all three of these clearances.
* The **FBI fingerprinting clearance** is a national clearance (as opposed to a state clearance) and results are accepted regardless of state. If you applied for the FBI Fingerprinting clearance in another state, they are still acceptable for PA as long as the results are less than 5 years old. If you have not applied for the FBI fingerprinting clearance, you are able to apply for it in the state you live in. The application process will begin online. When you make an appointment to have the fingerprints taken, you can refer to this map to find the closest place that offers finger printing for this specific clearance: **https://www.identogo.com/locations** (PLEASE NOTE: Not all places that offer fingerprinting are able to do printing for this specific clearance. Please make sure the location you choose is on the map listed above).
* **The PA Child Abuse Clearance and PA Criminal Record Check** are both clearances that need to be done specifically for the state of PA. However, they are both done completely online and require no traveling. Clearances from other states are not able to substitute for either of these clearances.

**Where do I go to get my finger prints taken?**

* If you live close to Joy El, the most common place to have them taken is the Franklin County Learning Center in Chambersburg, PA. If you do not live close to camp, you can refer to this link to find the closest location to you: **https://www.identogo.com/locations** (PLEASE NOTE: Not all places that offer fingerprinting are able to do printing for this specific clearance. Please make sure the location you choose is on the map listed above).
* Information for the **Franklin County Learning Center**
  + Address: 2397 Loop Road Chambersburg PA, 17201
  + Number: 717-504-4404
  + Open Monday, Tuesday, Wednesday at 9 AM
  + Bring: State ID and card to pay (no cash accepted)
  + If needed, call to register for a walk-in appointment. Use service code 1KG756.

**What if my child doesn’t have a form of ID to apply for finger printing?**

* During the application process for the FBI fingerprinting, you will be asked what form of ID the student will be bringing for the appointment. If they are not of age to have a drivers license or another form of ID listed, the best option to select would be the Minor Photo ID Waiver. If you need a copy of this form, please visit our 4.12 resources page to download a copy: https://joyelgeneration.org/4-12-leadership-training/resources/