



Instructions for Completing Background Clearances for Employees

Welcome to the Joy El Ministries 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. There are three 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. They are acceptable for **5 years** and can be used in other ministry contexts as well.

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 that were completed within the past 5 years, please send copies of them to glenda@joyel.org. As a reminder, these clearances do expire 5 years after the date they are completed.

If you have questions anytime throughout this process, you are welcome to contact Rachel Shively, at rachel@joyel.org or Glenda Hendershott, at glenda@joyel.org for assistance.

1. ACT 151 (CY 113) PA Child Abuse History Clearance (\$13)

-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

- Re login and go to "Create Clearance Application" and follow the instructions. Please select this purpose for applying for clearances:

Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:

- A youth camp or program;
- A recreational camp or program;
- A sports or athletic program;
- A community or social outreach program;

- An enrichment or educational program; and
- A troop, club or similar organization

- 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 glenda@joyel.org or mail copies to Joy El after you have received them by mail.

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

- Go to <https://epatch.pa.gov/home>
- 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 "**Employment**" since students are an 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 glenda@joyel.org or send via mail to Joy El

3. Act 114 FBI Federal Criminal History Clearance- Fingerprinting (\$25.25)

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 your mailing address to receive the results and then you can make a copy when you receive them and give this copy to Joy El.
 - Documents- Please select the document you will be certain you can bring with you to the finger printing station. If you do not have one of these documents, you can still go ahead and apply for finger printing. However, you will need to make sure to apply and obtain one of these documents before your appointment.
 - 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. Here is a link to a map of all Identogo locations if you need help finding the one closest to you: <https://www.identogo.com/locations>
 - Date and Time- Set up your exact appointment time or choose (Walk In) to go at any time.
- 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 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.

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 2 weeks, please call the Department of Public Welfare (1-877-371-5422).

Copies of each document are to be sent to glenda@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!