

St. Margaret School

Volunteer Clearance Guide

A Step-by-Step Guide to Volunteer Requirements

Thank you for volunteering at St. Margaret's! We appreciate your willingness to support our school community. This guide will walk you through the clearance requirements step by step. While there are several items to complete, each one is straightforward, and we're here to help if you have questions!

Quick Overview

All volunteers need to complete 5 items before volunteering. Here's what you need:

- PA Criminal Background Check (FREE, results same day)
- PA Child Abuse Clearance Check (FREE, results in 7-14 days)
- FBI Fingerprinting OR Signed Volunteer Disclosure Statement (depends on PA residency)
- Safe Environment Training (FREE, 3-hour session, one-time)
- Mandated Reporter Training (FREE, online, one-time)

TIMELINE:

Start 3-4 weeks before you want to volunteer. The Child Abuse Clearance takes 1-2 weeks to arrive by mail, and training sessions have limited dates. All clearances are valid for 5 years!

Step-by-Step Instructions

STEP 1: PA Criminal Background Check

Cost	FREE for volunteers
Time	Results available immediately (same day)
Valid For	5 years

How to Complete:

1. Go to: <https://epatch.pa.gov>
2. Click "New Volunteer Record Check"
3. Read and accept the Terms and Conditions
4. Fill out your personal information
5. Review your information for accuracy on the next page
6. Fill out the "Record Check Request Form" by entering your first name, last name, and date of birth, then click "Submit this request" at the bottom of the page
7. Download your clearance certificate immediately (results are available right away!)
8. Print the certificate and submit to St. Margaret School office or St. Margaret Rectory.

STEP 2: PA Child Abuse Clearance Check

Cost	FREE for volunteers
Time	Results in 7-14 business days by mail (or immediate if electronic option selected)
Valid For	5 years

How to Complete:

1. Go to: <https://www.compass.state.pa.us/CWIS> and click "Submit a New Application"
2. Create your Keystone ID with your name, DOB, email, and 3 security questions (you'll receive a temporary password via email)
3. Click "Individual Login," then "Access My Clearances," scroll to bottom and click "Continue"
4. Login with your Keystone ID and temporary password from email, then verify your account (security question or email code)
5. Select device type (private/shared), create a permanent password, and login again with new password
6. Accept Terms and Conditions and click "Create Clearance Application"
7. Complete the application, choosing "Volunteer" as your reason
8. Submit and download immediately OR wait to receive by mail
9. Print and submit to St. Margaret School office or St. Margaret Rectory.

STEP 3: FBI Fingerprinting OR Signed Volunteer Disclosure Statement

Which one you need depends on how long you've lived in Pennsylvania:

OPTION A: If you've lived in PA for LESS than 10 years

You need FBI Fingerprinting

Cost	\$28.75 (credit card required at appointment)
Time	Results in 2-3 weeks after fingerprinting appointment
Valid For	5 years (must renew every 5 years until you reach 10 years of PA residency)

How to Complete:

1. Go to: <https://uenroll.identogo.com>
2. Enter Service Code: 1KG6ZJ (for PA Department of Education Volunteers)
3. Click "Schedule or Manage Appointment"
4. Complete your registration information
5. Schedule an appointment at a nearby Identogo location (see locations below)
6. Bring valid photo ID and payment (\$28.75) to your appointment
7. Results will be emailed to you in 2-3 weeks
8. Print and submit to St. Margaret School office or St. Margaret Rectory.

TIP: On the Identogo page after entering the service code, click "What do I need to bring to enrollment" to see exactly which forms of ID are accepted at your appointment.

Identogo Fingerprinting Locations Near Narberth:

After entering the service code on the Identogo website, you can search for the nearest location. Closest options to Narberth include:

- **Bala Cynwyd (CLOSEST - just 2 miles away!)**
- Bryn Mawr
- Glenside
- Elkins Park
- Philadelphia (multiple locations)
- West Chester

The Identogo site will show you specific addresses, hours, and directions for each location once you enter the service code.

OPTION B: If you've lived in PA for 10 YEARS OR MORE

You need the Signed Volunteer Disclosure Statement (much simpler!)

Cost	FREE
Time	Immediate - just fill out and sign the form
Valid For	5 years

How to Complete:

- Download the Disclosure Statement form at: <https://smsnarberth.org/wp-content/uploads/2024/10/disclosure-statement-volunteers.pdf>
- Fill out the form completely and sign it
- Submit to St. Margaret School office or St. Margaret Rectory.

STEP 4: Safe Environment Training

This is also called "Protecting God's Children" - required by the Archdiocese of Philadelphia

Cost	FREE
Time	3-hour session (in-person OR live online)
Valid For	Lifetime (one-time requirement, does NOT need renewal)

What You'll Learn:

This training provides basic facts about child sexual abuse and teaches adults their role in prevention. Sessions are offered regularly throughout the Archdiocese at various parish locations, both in-person and via live online sessions.

How to Complete:

1. Go to: https://www.virtusonline.org/virtus/reg_1.cfm?theme=0
2. Select "Philadelphia, PA (Archdiocese)" from the dropdown
3. Select your primary location: "St. Margaret School (Narberth)"
4. Check "Volunteer" as your primary role at this location
5. Type a description of your volunteer work at the bottom
6. Complete creating your account with your information
7. Search for available "Protecting God's Children" sessions
8. Register for a session (in-person at a local parish OR live online)
9. Attend your scheduled session
10. Certificate will be emailed to you - print and submit to St. Margaret School office or St. Margaret Rectory.

TIP: Live online sessions fill up quickly, so register early! Check the website regularly for new dates.

STEP 5: Mandated Reporter Training

This is Safe Environment Training Part II - required by the Archdiocese of Philadelphia

Cost	FREE
Time	Approximately 1 hour (online at your own pace)
Valid For	Lifetime (one-time requirement, does NOT need renewal)

What You'll Learn:

This training provides an overview of Pennsylvania Child Protective Services law and Archdiocesan policy regarding the reporting of suspected abuse. It consists of three online modules you can complete at your own pace.

How to Complete:

1. Go to: <https://learning.childyouthprotection.org>
2. Create an account by entering: username, password, first name, last name, email, phone number, and date of birth
3. Select your role, county, category of service, school type, and location of service
4. Click "Register" at the bottom of the page
5. Complete all three modules of the Mandated Reporter Training
6. Print your completion certificate
7. Submit certificate to St. Margaret School office or St. Margaret Rectory.

TIP: This training is completely online and self-paced, so you can do it anytime that's convenient for you!

Submitting Your Clearances

Once you have completed all 5 items, submit copies of the following to the St. Margaret School office or St. Margaret Rectory:

- PA State Police Criminal Record Check certificate
- PA Child Abuse History Clearance certificate
- FBI Fingerprint Check results OR Disclosure Statement (whichever applies to you)
- Protecting God's Children training certificate
- Mandated Reporter Training certificate

IMPORTANT: Clearly label your submission with "Volunteer Clearances - [Your Name]" and submit to the school office **BEFORE** beginning any volunteer work.

Frequently Asked Questions

Q: I already have clearances from my job. Do I still need to get new ones?

A: If your clearances are current (less than 5 years old) and are the same three PA clearances listed above, you can use those! Just submit copies to the school office. You'll still need to complete the two training sessions if you haven't already done them through your employer.

Q: How long do clearances take to complete?

A: Plan for 3-4 weeks total. The PA Child Abuse Clearance takes 1-2 weeks to arrive by mail, and the FBI Fingerprint Check (if needed) takes 2-3 weeks for results. The two PA clearances you can complete online take just a few days. Training sessions need to be scheduled in advance.

Q: Do I need to renew these clearances?

A: Yes. The three PA clearances must be renewed every 5 years. The two training sessions (Protecting God's Children and Mandated Reporter) are one-time requirements and do NOT need to be renewed. The school office will remind you when it's time to renew your clearances.

Q: What if I moved to Pennsylvania recently?

A: If you've lived in PA for less than 10 years, you'll need the FBI Fingerprint Check. If you've been in PA for 10 years or more, you only need the simple Disclosure Statement instead.

Need Help?

If you have questions or need assistance with any part of this process, please contact:

Stephanie Seal

Safe Environment Coordinator

St. Margaret Parish and School

Email: sseal@smsnarberth.org

Thank You for Volunteering!

*Your dedication to our school community makes a tremendous difference in the lives of our students.
We appreciate your time and commitment to keeping our children safe!*