

## DFUMC Employees and Contracted Staff Clearances: Procedure, Links and Forms



DFUMC paid employees (ages 14 and older) and contracted staff who have regular and direct contact with children through DFUMC programs and missions are mandated to meet the Safe Sanctuary Policy requirements. Refer to the [Keep Kids Safe PA](#) website for more info.

- Employees and Contracted Staff Clearances are valid for **5** years from the date they were issued. Current staff will need to complete the **same** procedure when clearances expire. Be sure to keep all copies of your clearances and a record of the different usernames, ID and passwords.
- The applicant or employee is responsible for paying the cost of the required clearances. **If an employee/contractor has not been a resident of PA for the last 5 years, he/she also** must **also** include Criminal History and Child Abuse clearances from the **prior** state. See Clearances> Out of State Clearances on [Keep Kids Safe Website](#) for links to other states.
- If an individual's clearances are current from another employment, clearances can be transferred.
- Please note that Clearances obtained for employment purposes are acceptable for volunteer purposes. However, clearances obtained for volunteer purposes are **not** acceptable for employment purposes. Status is noted on the clearances.

Current Staff, Prospective Employees or Contractors should submit the following 8 pieces of paperwork if they are obtaining new clearances. The FBI Clearance is not required for paid workers **under** 18 years old.

1. **Clearances Cover Form (attached)** - Print and complete the attached form. Be sure to fill out the dates for each clearance. Staple all documentation to the Cover Form in the order it is listed. This cover sheet is used by the SPRC Chairperson to enter data in the Safe Sanctuary database, **so dates must be added and documents attached.**
2. **Certificate for Mandated Reporter Online Training** (about 2-3 hr. course) Free online course developed by the [University of Pittsburgh's Child Welfare Resource Center](#). Register to set up an account. After you submit the registration, you will be assigned a username and password (appears at the bottom of the screen.) Write down this login information. This course is required for **all** positions and needs to be completed every 5 years.

This course **cannot** be taken on a mobile device (i.e., cell phones, ipads, tablets.) If you are having difficulty logging in, try switching your browser. Certificates will appear in the tab 24 hours after you complete the course. You can stop the course at any time and continue it later. Be sure to go to the end after the course evaluation to **print out 2 copies of the certificate and attach one to the Clearance Cover Form**. Keep the other copy for your records. [Course Registration Link.](#)

3. **Report of criminal history from the Pennsylvania State Police (PSP).** There is a charge for this clearance to submit a **New Record Check** if you are an employee. Be sure to write down your control number. **When you receive your clearance, print out 2 copies of the approved clearance certificate** and attach one to the Clearance Cover Form. Keep the other copy for your records.

- [State Police Link](#)

4. **Child Abuse History Clearance – Child Welfare Portal** from the Department of Human Services. There is a charge for this clearance. Create an Individual Account and enter a new Keystone ID (user name). After submitting registration, a temporary password is sent by email. You then need to log in with your username and temporary password, Select Access Clearances, Enter Username and temporary password again, answer security questions, select device type and then change to a new password (**read password rules carefully.**) **Be sure to write down your username and new password.**

Then login with new password, accept conditions and select **Create Clearance Application**. This clearance includes a section where you enter addresses and the people you have lived with since 1975 (only include addresses where you changed your license (i.e., no need to include college addresses or roommates unless you had changed your driver's license to this address.) Don't forget to include parents, spouses and siblings). **When you receive your clearance, print out 2 copies of the approved clearance certificate and attach one to the Clearance Cover Form.** Keep the other copy for your records. If you get this clearance mailed to you, make 2 copies.

- [\*\*Child Welfare Portal\*\*](#)

5. **Sanctuary Training Completed and Policy Signed**- Enter the date you completed Safe Sanctuary Training. At that training, you will receive the policy, sign the last page and a SPRC committee member will review the policy with you. At the end of the training, your attendance will be recorded. Contact SPRC Chairperson to schedule this training.
6. **FBI - Fingerprint Based Federal Criminal History**. There is a charge for this clearance. This is **required for all adults in paid positions**. Scroll down to **Enrollment Services** and select **Digital Fingerprinting**. Use service code: **1KG738** for Preschool Only, **1KG756** for Other DFUMC Staff. Select **Schedule or Manage an Appointment**, complete the online form and then get fingerprints taken at an assigned center. The FBI Clearance is **not** required for paid workers under 18 years old.
  - [\*\*FBI Enrollment Link \(see Service Codes above\)\*\*](#)
7. **National Sex Offender Registry (NSOR) verification certificate**. Print and fill out the application. There is no fee for the NSOR verification and processing time is about 14 days. You can take a photo and submit it by email or mail in the application and will receive verification by mail.
  - [\*\*NSOR Application Link\*\*](#)
8. **DFUMC Criminal Check Form (attached)** - Print and complete the attached form. This form states if have been a PA resident for the past 5 years, if your clearances are new or you are transferring clearances obtained through prior employment, and also declares that you have not been convicted of any criminal offense listed.

Staple all documentation to the **Clearance Cover Form** and submit in a large envelope or file folder addressed to the SPRC Chairperson and drop it off at the office. You must submit **all the required documentation at one time**. Incomplete documentation will **not** be accepted and will be returned. You **cannot** start or continue employment in any capacity until the complete package of approved clearances and forms has been submitted.

## Clearances Cover Form for DFUMC Employees and Contracted Staff

- Complete the form below and staple copies of your certificates for required PA clearances and the required Mandated Reporter Online Training, Safe Sanctuary Training and DFUMC Criminal Check Form.
- Items 1 through 7 **must** be submitted for **all** current/prospective employees or contracted staff ages 18 years or older. FBI Clearance is **not** required for applicants **under** 18 years old.
- Submit forms and copies in a file folder or large envelope marked **SPRC Chairperson** and drop off at the church office. Incomplete forms will be returned.
- Employment/Contracted Services are not confirmed until all approved paperwork has been submitted.

<b>Date Submitted</b>			
<b>Status</b>	<input type="checkbox"/> Current Employee/ Contracted Staff	<input type="checkbox"/> Prospective	
<b>Position Title</b>			
<b>Residency</b>	I have resided in PA since _____. If less than 5 years, list prior state of residency. _____. <b>Be sure to include clearances from other state(s).</b>		
<b>Printed Name</b>			
<b>Signature</b>			
	<b>Item</b>	<b>Enter Completion Date</b>	<b>Certificate/Form MUST Be Attached</b>
1. Required	<b>Online Training Certificate-</b> Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania		
2. Required	<b>PA State Police:</b> Report of Criminal History		
3. Required	<b>Child Abuse History Clearance</b>		
4. Required	<b>Safe Sanctuary Training completed</b> (Enter training date)		N/A
5. Required for Adults over 18	<b>FBI Fingerprint and Federal Criminal.</b> Use Service Code 1KG738 for Preschool Only, 1KG756 for Other DFUMC Staff		
6. Required	<b>National Sex Offender Registry Verification</b>		
7. Required	<b>DFUMC Criminal Check Form</b>		
<b>If you have resided in PA for less than 5 years, you must also attach clearances from your former state.</b>			

## DFUMC Criminal Check Form

The DFUMC Criminal Check Form must be reviewed and completed in its entirety with the appropriate boxes checked off. It should be attached as part of the Clearances Cover Form for DFUMC Employees and Contracted Staff.

Name \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Residency

- I have been a PA Resident for the past 5 years. **OR**
- I have **not** been a PA Resident for the past 5 years and have also included clearances from my prior state.

### 2. Status:

- The clearances I obtained are new for DFUMC. **OR**
- The clearances I obtained are from **prior** PA employment, are still within 5 years of the original date issued and can be transferred to DFUMC.

### 3. Criminal Check:

- I hereby swear that I am not disqualified from serving pursuant to the conditions listed below and have **not** been convicted of any of the enumerated offenses, or equivalents from another jurisdiction.

Any applicant will be denied:

- Who is named in the Statewide database as a perpetrator of a founded report committed with the last five years;
- Whose PA State Police Criminal Background check or FBI check reveals a conviction for any of the following at any time in the past:

Criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviated sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing death of child; endangering welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual materials and performances; corruption of minors; sexual abuse of children; OR the attempt solicitation or conspiracy to commit any of the above offenses.

- Or whose PA State Police Criminal Background or FBI check reveals a conviction for a drug or drug-related felony in the past five years.

- If after submitting clearances, I am arrested/ convicted of an offence that would constitute grounds for denying participation in a program under the Child Protective Services Law, I must submit written notice to DFUMC **within 72 hours** of being listed as a perpetrator in statewide database and cannot work with children until current approved clearances are obtained.

Signature: \_\_\_\_\_