

Faith Reformed Presbyterian Church

Screening Process for working with Children and Youth

Thank you for your interest in working with youth and children at Faith Reformed Presbyterian Church. Because we take the safety of our children very seriously, there are five steps that you must complete in order to be approved by the session as a screened worker in youth or children's ministry at Faith Church. Steps three, four, and five are required by Pennsylvania state law. According to recent state laws, refusal to obtain these clearances (steps 3-5) disqualifies a person from serving in a ministry capacity and results in them committing a misdemeanor of the 3rd degree. Clearances issued prior to 2014 must be updated. In the future, all clearances (steps 3-5) must be updated every three years. If you have any questions about how to complete these steps, please stop in or call the church office at 717-786-7559.

1. Fill out our Youth Worker Application and read all attached paperwork.

If you have already given the church office your completed application, it does not need to be done again. If not, please pick up the application in the church office.

2. Complete the Darkness to Light training.

This can be done either online at D2L.org, or through a live training session. Once the training is complete, a copy of the training certificate must be filed in the church office. You only need to do the Darkness to Light training once.

You can do the Darkness to Light Online Training at: www.d2l.org

- 1) On this home screen page above the orange box that says DONATE click on the Online Training Log in
- 2) In the middle of the page below the green wording, click on "if you are a new user, and none of the above applies to you, click here to create a new user account".
- 3) On the page that pops up, click "New Account".
- 4) Fill in the information to set up your account.
- 5) You will need to have a credit card to pay the \$10.00 cost for the training.
- 6) After processing your payment, take the "Stewards of Children" training.
- 7) When completed your certificate will be emailed to you. Please print a copy to bring to the church, or we can make a copy here. Once the church office has a copy of your certificate, you can submit a voucher to be reimbursed for credit card charges.

3. Complete a Pennsylvania State Criminal Check.

This must be completed every 3 years. Do this online at: <https://epatch.state.pa.us/Home.jsp>

- 1) Click on “ Submit a New Record Check.” Accept the terms of use on the next page.
- 2) Enter all required personal information. The reason for the request is “Volunteer”. Click next at the bottom of the page.
- 3) Once you have verified information and submitted an online payment via credit card of \$10, you will receive the results.
- 4) Print a copy of the results and submit the document to the church office. When the PA criminal background clearance is submitted to the church office you can submit a voucher to be reimbursed for credit card charges.

4. Complete a PA Child Abuse Clearance.

This must be completed every 3 years. Do this online at:

<https://www.compass.state.pa.us/cwis/public/home>

- 1) Click on the “create a new account” link. On the Welcome page, click “Next”.
- 2) Create a Keystone ID by filling in all required information. Make sure that you write down your ID and password.
- 3) After your Keystone ID and password have been completed, return to the main website at [:https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home), and click on “Login”.
- 4) Click on “Access my Clearances”. Click on “Continue” at the bottom right of the Disclosure page.
- 5) Enter your Keystone ID and password.
- 6) Click on “Create Clearance Application”. Read the instructions, then click on “Begin” at the bottom right.
- 7) On the Application Purpose page, select Volunteer. Then, in the Volunteer Category box, select “other”. In the Agency Name box, type “Faith Reformed Presbyterian Church”
- 8) On the next several pages, you will need to give your current address, as well as every address you have lived at since 1975. You will also need to give the name of every person you have lived with since 1975. If you cannot remember, just give as much information as you can.

- 9) On the summary page, make sure all the information is correct. Then click “next”. The next page will have you “esign” your application.
- 10) Once you have verified information and submitted an online payment via credit card of \$10, you will receive the results.
- 11) Print a copy of the results and submit the document to the church office. When the PA Child Abuse Clearance is submitted to the church office you can submit a voucher to be reimbursed for credit card charges.

5. FBI Fingerprint Clearance for ministry volunteers who have lived in Pennsylvania for LESS than 10 years

-If you have lived in the state of Pennsylvania for the last 10 years continuously, then fingerprinting is not required. You can sign the attached “Disclosure Statement” and return it to the church office.

-If you have not lived in Pennsylvania for the last 10 years:

- 1) Applicants must register prior to getting fingerprinted at: www.pa.cogentid.com or by phone at: 1-888-439-2486
- 2) Click the link on the top center row, “Pennsylvania Department of Human Services.”
- 3) Click on the “Register Online” link.
- 4) Fill out highlighted fields – No Agency ID is needed
- 5) Reason for fingerprinting – choose “employment with a significant likelihood of regular contact with children”
- 6) You will have to pay a fee of \$25.75 (an additional charge of \$2 if applicant wants paper copy). Payments must be made during registration online with a credit card.
- 7) Print out your Registration form with payment confirmation number.
- 8) Bring your Registration form to the fingerprinting site. All ten fingers are scanned to complete the process. The site location closest to Faith Reformed Presbyterian Church is the UPS store in Lancaster at Stone Mill Plaza, 1390 Columbia Ave, Lancaster, PA 17603. Their Phone number is (717) 299-9269. Other locations can be found online at www.pa.cogentid.com.
- 9) You will receive the clearance form in the mail. When the FBI Fingerprint Clearance is submitted to the church office you can request to be reimbursed for credit card charges.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS

Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2(relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide)

Section 2702 (relating to aggravated assault)

Section 2709 (relating to stalking)

Section 2901 (relating to kidnapping)

Section 2902 (relating to unlawful restraint)

Section 3121 (relating to rape)

Section 3122.1 (relating to statutory sexual assault)

Section 3123 (relating to involuntary deviate sexual intercourse)

Section 3124.1 (relating to sexual assault)

Section 3125 (relating to aggravated indecent assault)

Section 3126 (relating to indecent assault)

Section 3127 (relating to indecent exposure)

Section 4302 (relating to incest)

Section 4303 (relating to concealing death of child)

Section 4304 (relating to endangering welfare of children)

Section 4305 (relating to dealing in infant children)

Section 5902(b) (relating to prostitution and related offenses)

Section 5903(c) (d) (relating to obscene and other sexual material and performances)

Section 6301 (relating to corruption of minors)

Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____