

## **West-Mont Christian Academy Volunteer Clearance Instructions**

At West-Mont, we are privileged to enjoy wonderful help through faithful volunteers who step forward each year. We are thankful that we can offer special focus on each student due to the helping hands, both inside and outside of the school.

At WCA, the safety and security of our families is a top priority, so we require the following clearance checks every 5 years (60 months):

### **1. To process your free child welfare clearance check,**

- Go to <https://www.compass.state.pa.us/CWIS/Public/Home>
- Click Create Individual Account, and create your Keystone ID (you'll need to remember this!)
- Once completed, retrieve your temporary password from your email.
- Return to <https://www.compass.state.pa.us/CWIS/Public/Home>
- Click Individual Login
- Click Access My Clearances, then continue
- Login with the Keystone ID you created and temporary password
- Create new password and submit. Click the close button, then login with your Keystone ID and new password.
- Click Create Clearance Application after agreeing to website conditions, then click Begin
- Select the “Volunteer Having Contact with Children” bubble. Organization name: West-Mont Christian Academy
- Fill out the application
- Submit your original copy to the school office to be copied and put on file.

### **2. To process your free state police check, please go to:**

- Complete online at <https://epatch.state.pa.us/Home.jsp>
- Click New Record Check (Volunteers Only)
- Complete Record Check
- **Print out the results IMMEDIATELY when completed**, you will not be able to obtain results if you close out.
- Submit your original copy to the school office to be copied and put on file.

**3. To process your FBI Fingerprint Clearance check.** You must register online at: <https://uenroll.identogo.com> and use the code 1KG6TR. The site will walk you through the steps needed to schedule an appointment (under the item, “reason fingerprinted” ... enter “non-public schools”). There will be a cost of \$22.60. After getting your fingerprints scanned, provide the receipt number to the school office, and we will be able to retrieve your FBI record online.

Please note that if you have had any of these checks completed for another organization, we simply need to see the original copy of that background check, and we will make a copy for our records. If you have completed them specifically for West-Mont Christian Academy within the last 5 years, you may continue volunteering until you will be required to update them at the 5 year mark from the date they were processed.

We value your willingness to serve, and look forward to working together to ensure the safety and security of our school family. If you have any questions regarding the new procedures, please contact our secretary, Mrs. Brittney Pettis at the school office at 610-326-7690 or [brittney.pettis@west-mont.org](mailto:brittney.pettis@west-mont.org).