

# Five Clearance Requirements for Children/Youth Workers at Oakwood



Thank you for giving time to care for and educate our covenant kids at Oakwood! **There are five documents you will need to complete before you serve.** This documentation is required for all adults (age 18 and above) who volunteer directly with children and youth. These documents will need to be updated as listed below.

- 1. Oakwood Children's Worker Application** (Required by Oakwood Policy) Forms available from the Oakwood office or by clicking [HERE](#).
- 2. PA State Police Criminal History** (Required by PA Law). **Must be renewed every 60 months or 5 years.** This clearance is available online for free at <https://epatch.state.pa.us/Home.jsp>.
- 3. PA Child Abuse History Check** (Required by PA Law). **Must be renewed every 60 months or 5 years.** This clearance is available online for free for volunteers at <https://www.compass.state.pa.us/CWIS>.
- 4. FBI Federal Criminal History Fingerprint Check OR Affidavit in Lieu of FBI Check** (Required by PA Law). **Must be renewed every 60 months or 5 years.** If an individual has lived in PA for the past 10 years continuously, they can submit a signed **affidavit**, which can be found [BELOW](#). If you have NOT lived in PA for the past 10 years continuously, you will need to do an FBI fingerprint check. Begin by registering at <https://uenroll.identogo.com>. If you are a **VOLUNTEER you will need to enter the service code 1KG6ZJ**. You will need to pay a \$22.60 fee with a credit card to register (Oakwood will reimburse you for this cost or you may consider it a donation).
- 5. Child Abuse Recognition and Reporting Training** (Also called mandated reporter training), **Per Oakwood Policy must be renewed every 36 months or 3 years.** You must complete **ONE** mandated reporter course. If you have had training through PSU or elsewhere, please submit your certificate of completion. This clearance is available online for free for volunteers at one of the following sites:

## **Training Options (choose one):**

- <https://www.ilookoutforchildabuse.com/UserAuth/Welcome.action>
- <https://www.compass.state.pa.us/CWIS>
- [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=91_1)

Once you have completed your clearances, please submit **COPIES** of all five documents to **Linda Bonness** at [churchoffice@oakwoodpca.org](mailto:churchoffice@oakwoodpca.org) or send them to the Oakwood office at 1865 Waddle Rd., State College, PA 16803. Once you receive confirmation that we have received your documents, you may begin serving with youth and/or children.