Growing Tree
Preschool
A Ministry of:
SHALOM CHRISTIAN ACADEMY

All essential volunteers at Growing Tree Preschool are required to complete the following Background checks/Clearances and submit results to Growing Tree Preschool:

- Pennsylvania Child Abuse History Certification (free for volunteers, once every 57 months)
- Pennsylvania Criminal History Report (free for volunteers, once every 57 months)
- FBI Fingerprint Background Check (includes fee) **OR** waiver stating you have lived in Pennsylvania for at least 10 consecutive years and have not committed any of the crimes outlined.

Directions for obtaining all three clearances is as follows:

- Pennsylvania Child Abuse History Certification (free for volunteers 1 time every 57 months)
    - To submit your request, go to www.compass.state.pa.us/cwis. You will need to create a Keystone ID in order to submit your application or use login information you created previously. In order to get started with creating this ID please follow the following steps.
        - Click on "Create Individual Account"
        - An email will be sent to you with your user ID and a second email with a temporary password
        - You will need to go back to www.compass.state.pa.us/cwis and click on "Individual Login" and use your Keystone ID and temporary password.
        - You must create a permanent password, then you will be directed back to the page where you will use your Keystone ID and permanent password. Make sure you keep your user ID and password for future use. Please proceed with the following instructions.
    - Use "Access My Clearances"
    - After completing the security questions, select "Create Clearance Application"
    - Please select "Volunteer having contact with children" for the application purpose. This will ensure that you will not be charged a fee for the clearance.
    - You will receive an email when your results are ready to be viewed. Then you should return to the previous website and login with your Keystone ID and password.
    - Please print one copy for your records and another to submit to GTP or you can email a copy if you are able. Emails should be sent to abarnett@growingtreepreschool.org.

- Pennsylvania Criminal History Report (free for volunteers 1 time every 57 months)
    - To submit your application, go to https://epatch.pa.gov/home
    - Click on "New Record Check (Volunteers only)" and agree to the terms and conditions, then follow the instructions.
    - Record the control #, date requested and exact way the name was entered.
    - In order to view your results, go to https://epatch.pa.gov/home click on "Check the Status of a Record Check" and enter the information you recorded, click on the control number. This will take you to the Record Check Details page. Click on "Certification Form" and print your Certification (two copies, one for your records and one to submit to GTP). Emails should be sent to abarnett@growingtreepreschool.org.

- FBI Fingerprint Background Check (includes fee)
    - To register go to www.Identogo.com - 24 hours per day, 7 days per week.
    - Select "Get Fingerprinted" at the top of the page.

- o Select Pennsylvania for the state and press "go".
- o Scroll down and click on "Digital Fingerprinting".
- o You will be asked for a service code. The code you should use is is: **1KG6TR**
- o This will bring you to a site that gives you the following information/options:
  - Schedule or Manage Appointment (this is the option you should choose to register)
  - What do I need to bring to enrollment
  - Locate an Enrollment Center
  - Submit a Fingerprint Card by Mail
- o Please verify the location closest to you for the actual fingerprinting. Locations can be found on the same website used for registration. An appointment is not required, but recommended. Please remember to verify the forms of identification you need to take along.
- o There is a fee for this service. You may pay by major credit card, money order, or cashiers checks payable to **MorphoTrust**. NO cash or personal checks will be accepted.
- o Please keep the UEID number on the receipt given to you after fingerprinting. This number should be emailed to abarnett@growingtreepreschool.org with your name and the date of fingerprinting. **We will not be able to retrieve your official results without this number.** You will receive an unofficial copy of your results.

**By completing the process online, you will receive immediate access to your results or the status of your results.

**Paper submission for the Child Abuse Certification and Criminal History report is also an option. Please know that the time it takes to receive results is much lengthier if you choose to mail the forms.

**You will need to register online for the FBI Fingerprinting, but will need to go to a fingerprinting location to complete the process.

**For more information regarding paper submission visit http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm or contact Alyssa Barnett abarnett@growingtreepreschool.org or GTP office: 717-809-2380.

**Please submit your results to: Growing Tree Preschool, 126 Social Island Road, Chambersburg, PA 17202, or email them at abarnett@growingtreepreschool.org