

DCPS Suitability Screenings One-Pager for Volunteers and Contractors

This resource provides prospective DCPS volunteers and contractors guidance on the required suitability screenings individuals must complete prior to providing services to DCPS students, schools, or offices. Below are the types of screenings DCPS requires, as well as the average completion time per screening.

We recommend individuals allocate an average of 3 weeks (15 business days) to complete all screening processes.

Questions regarding these screenings can be directed to the DCPS Clearance team at dcps.clearance@k12.dc.gov.

Fingerprinting

- DCPS will continue to use FieldPrint for remote fingerprinting services for the foreseeable future. Guidance on scheduling a FieldPrint appointment is included in the separate “FieldPrint Appointment Instructions” document
- Prior to scheduling and completing a fingerprinting appointment, individuals must submit a [DCPS Clearance Application](#). Failure to do so will prevent the individual from satisfying this requirement
- Completion of the fingerprinting process provides DCPS with a comprehensive federal (FBI) criminal history report
- DCPS does not accept fingerprinting images or reports from any outside entity

Average completion time: 3-5 business days

TB Risk Assessment

- When completing the [DCPS Clearance Application](#) prior to a fingerprinting appointment (see [above](#)), individuals will complete a TB Risk Assessment Screening (embedded within the application), which will ask questions regarding travel history, TB testing history, and possible TB virus exposure
- Based on responses to these questions, the assessment will either satisfy the TB screening requirement, or the individual will be directed to complete a TB test
- Those whose risk assessment indicates that they must complete a TB test must send test results to the DCPS Clearance team to move forward in the clearance process. DCPS accepts negative skin or blood tests taken, or a clear x-ray analysis issued, within the last 12 months

Average completion time: 0-TBD* business days

*Depending on length of time for candidate to supply TB test or chest x-ray, if directed

Child Protection Register Screening

- Linked within the [DCPS Clearance Application](#) is an application for the DC Child and Family Services Agency (CFSA) Child Protection Register (CPR) screening. Completed applications will be uploaded by the candidate via the secure CFSA platform, also linked in the DCPS Clearance Application
- Once the application is uploaded, CFSA will complete the screening process
- There are portions of the application that are pre-filled-individuals should not alter these sections
- This check will provide DCPS allegations and/or investigations of child abuse and/or neglect

Average completion time: 14 calendar days

Sex Offender Register Screening

- All individuals will be run against a national Sex Offender Registry (SOR) screening automatically as part of the fingerprinting process (outlined above)
- This check will provide DCPS reports of any allegations and/or investigations of sexual misconduct
- No actions are required on the part of the candidate to complete this process

Average completion time: 3-5 business days

Drug and Alcohol Testing (Contractors Only)

- All contractors must complete and pass a drug and alcohol screening. Contractors will be identified based on the responses embedded within the [DCPS Clearance Application](#) and provided next steps to complete this requirement through the application accordingly
- Contractors are defined as any individual who receives pay for their services to DCPS, either from DCPS or their employing partner organization
- Drug screenings run for contractors will not include marijuana
- Linked within the [DCPS Clearance Application](#) is a Microsoft Form each required individual must complete to provide the MDAT team with their personal information. Within 4-6 business days of completing the form, contractors and volunteers will receive an email containing detailed actions steps to schedule their drug test
- Individuals have 15 calendar days from the time the link is provided to complete the test
- DCPS may accept drug and alcohol reports from any outside entity, but it must match the 4 or 5-panel (typically 5, 4 with the exclusion of marijuana) test run by DCPS. If a contractor or volunteer has such a test, they should email a copy of the results to the MDAT team at dcps.mdat@k12.dc.gov for review and determination if sufficient
- Contractors who are participants in a certified Medical Marijuana Program must submit a copy of their medical marijuana card to the MDAT team at dcps.mdat@k12.dc.gov. These individuals will be required to enter into confidential medical marijuana agreements with DCPS acknowledging their participation in the program and their agreement that any use of marijuana will be in accordance with the guidelines of their medical marijuana program.

Average completion time: 10-15 business days, with variance based on appt. date

