

RISE Philadelphia - Instructions for Background Checks & Trainings

Please complete the following steps and **submit the completed background checks** in the appropriate section of the REDCap form.

Checklist Required to Begin Tutoring:

- ☐ Child Abuse History Clearance
- ☐ School Required Background Check OR Pennsylvania State Police Criminal Records Check
- ☐ FBI Fingerprinting Clearance
- ☐ School District of Philadelphia-specific Volunteer Orientation - Video & Code of Conduct
- ☐ Mandated Reporting SafeSchools Trainings (3)
- ☐ Racial Trauma Training Reflection

Instructions for Six Clearances:

1. **Child Abuse History Clearance:** <https://www.compass.state.pa.us/cwis/public/home>
 - 1) Create an individual login on the PA Child Welfare Portal
 - 2) Verify your account and proceed with the free application
 - 3) Click create clearance application
 - a) Free application available for volunteers every 52 months→ Select this option if you haven't used this service previously
 - b) There is a small fee if you've used the service previously
 - 4) Fill out the appropriate information: SSN, Previous addresses, etc
 - a) There is an option to have a paper copy of your certification sent. We recommend you have a physical copy sent but not necessary
 - 5) Await approval and save any corresponding emails for your records

2. School Required Background Check OR Pennsylvania State Police Criminal Records Check:

- If you submitted a background check to your graduate program then that is acceptable
- If not, you can fill out the PA State Criminal Record Check here and follow the below steps:
<http://www.keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm>
 - 1) Click New record check and accept the terms
 - 2) Fill Out:
 - a) Organization Name-RISE Philly
 - b) Organization telephone number: 508-314-2633 (Alex Eaton)

- c) Remaining personal information
- 3) Once complete run a record check on yourself
- 4) View and save printout by clicking on the Invoice #

3. FBI Fingerprinting Clearance:

<http://www.keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

- If you have lived in PA for 10+ years you can fill out a Volunteer Affirmation Form instead of needing FBI fingerprinting:
https://drive.google.com/file/d/1b_S0R4jOQsD1fBewlokK6zGJyDx11-0e/view
- If you have not lived in PA for that amount of time of time please fill out the following steps to get your FBI fingerprinting:
 - 1) Find nearest locations <https://www.identogo.com/locations>
 - 2) Once selected, choose the digital fingerprinting option and enter service code
 - a) **For Pennsylvania students: use code 1KG6ZJ**
 - b) **For New Jersey students: use code 2F151N**
 - 3) Fill in your personal information and follow the on screen prompts to make an appointment
 - a) **For employer section, put your medical school as the employer**
 - 4) On the day of your appointment bring the appropriate identification materials
 - a) Usually a driver's license, however, we recommend you bring two forms of identifications
 - 5) Price for screening is \$22.60

4. Complete Mandated Reporting Online Trainings (3)

- The School District of Philadelphia has elected to use the SafeSchools online safety training program to train both professional and support staff on school-related safety issues. SafeSchools offers trainings in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates. SafeSchools courses have been authored by nationally renowned experts and has been endorsed by a number of school boards and superintendent associations nationwide.
- As an employee who requires safety training, you will need to register with SafeSchools to receive your active assignments.
- First, go to the SafeSchools homepage, www.philasdnondistrict-pa.safeschools.com and click "Register" below the "Login" button. On the next screen you will be prompted to enter the registration key according to your position (**Key: ebee1b6e**). Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward.

- Once you log into the site, you will see a list of courses assigned to you. Please complete the following **3** trainings:
 - **PA Act 126 - Part 1: Child Abuse and Mandatory Reporting,**
 - **PA Act 126 - Part 2: Educator Discipline Act, Sexual Misconduct and Maintaining Professional Boundaries**
 - **Youth Suicide: Awareness, Prevention and Postvention**
- Once complete, please upload screenshots of the completed trainings on the respective REDcap survey

5. School District of Philadelphia-specific Volunteer Orientation - Video & Code of Conduct

- Please watch the Volunteer Video Orientation and complete the associated quiz once finished. You will submit the confirmation that you successfully completed the quiz in the appropriate REDCap form.
- In addition, please sign and submit the Volunteer Code of Conduct.
- New link for Volunteer Video and Code of Conduct:
<https://www.philasd.org/face/#volunteer>
 - Under Volunteer tab
- These documents will be maintained securely in our database and are required to be a volunteer in any Philadelphia School
- When selecting a K-12 school that you will be volunteering with, please choose:
 - Jefferson: Frankford School
 - Drexel: Edwin Stanton School
 - PCOM: Marian Anderson School
 - Temple: Kenderton School
 - Rowan: Alain Locke School
 - Penn: Alexander Adaire School

6. Racial Trauma Training Reflection

- We ask tutors to review the training titled "*The Traumatic Impact of Racism and Discrimination on Young People and How to Talk About It.*" This is an informative series required for all RISE members. We ask our tutors to be competent and aware of the impact of racism and discrimination.
 - Your answers will be maintained securely and privately in our database.
 - Link to primary source, Reaching Teens Chapter 42:
<https://repubitdigital.com/publication/?m=63094&i=664594&p=2>