



## **Global Smarts Clearances Cover Page**

\*This is for all POL Global Smarts Service-Learning students attending placements requiring clearances. You are requested to complete up to four clearances.

On our website ([www.sju.edu/servicelearningstudents](http://www.sju.edu/servicelearningstudents)) you will find instructions for all clearances:

### **1. PA Criminal Background Clearance**

- a. Online application: <https://epatch.pa.gov/home>
- b. [PA Screenshot instructions available on the Service-Learning Student Resource Page](#)
- c. Use Application Date, full name, and Control Number to access results.
- d. Results are returned immediately up to 48 hours after application.

### **2. PA Child Abuse Background Clearance**

- a. Online application: <https://www.compass.state.pa.us/cwis/public/home>
- b. [PA Screenshot instructions available on the Service-Learning Student Resource Page](#)
- c. Creating an account provides a temporary password, log-in and fill in information
- d. Results will be emailed to you, and can take up to 14 days to be returned, ***so apply for this asap!***

### **3. FBI Fingerprint Background Check**

- a. Online application: <https://uenroll.identogo.com/>
- b. [FBI Screenshot instructions available on the Service-Learning Student Resource page](#)
- c. Start your application using this Service code: 1KG6RT
- d. Fill in your personal information, and select an off-campus appointment
  - Need a valid photo ID, credit/debit card or money order for appointment (~\$25)
- e. **FBI Fingerprint results:**
  - Unofficial results can be printed off from one time link emailed within 48 hours
  - Official results are mailed to address
  - Students can pick-up results from Danielle in PLC 221 ([deritell@sju.edu](mailto:deritell@sju.edu)): Submit your UEID number w/ [Fingerprint Results Google Form](#)
  - Students can receive reimbursement for fingerprint cost: upload receipt to [Fingerprint Reimbursement Google Form](#) when all clearances submitted to the Nest

### **4. Mandated Reporter training**

#### **a. School District of Philadelphia volunteer requirements**

- **Volunteer Code of Conduct:** Summarizes the standard behavior, professionalism, and respect that all volunteers must adhere to when in our schools. All volunteers must read, agree to, and sign the [Volunteer Code of Conduct Form](#) before volunteering with the School District of Philadelphia.
- **Act 126 - Child Abuse Mandated Reporter Training Certificate:** Pennsylvania recently expanded the list of individuals considered to be mandated reporters. It is the School District of Philadelphia's interpretation that student volunteers of partner organizations working in District schools are now considered mandated reporters and must provide a certificate substantiating that they have been trained on this topic. Below is the link to the web-based training:
  - **Safe Schools Act 126 Training (Free, 3 hour)** - Print Certificates after completion: <https://philasdndistrict-pa.safeschools.com/login>
  - **Code** - ebee1b6e

## ■ Submitting School District of Philadelphia Background Clearances:

- Organize and scan all of the required clearance documentation to:
  - FBI Background Check with Fingerprinting
  - PA State Criminal Record Check
  - PA Child Abuse History Clearance
  - Act 126 - Child Abuse Mandated Reporter Training Certificate: Part 1
  - Act 126 - Child Abuse Mandated Reporter Training Certificate: Part 2
  - Volunteer Code of Conduct

### b. **SJU Minors on Campus Policy: Instructions for Students and Volunteers: Protecting Children: Identifying and Reporting Sexual Misconduct.**

- Please see separate [instructions page](#) on for Minors on Campus Policy Instructions
- branch code: it is **2090-93465**
- <https://learn.ue.org/HH0E1593465/SJUProtectingChildren>

## **Clearance Upload Process to the Nest for SJU approval**

1. First, double-check that you have all the necessary clearance reports and certificates saved to your computer or flash drive. You want to upload your **completed** background check reports and Minors on Campus Certificate.
2. Login to SJU Nest using your SJU student login.
3. On the home screen, find “Student” under “Administrative services” and click on “Student clearances”
4. That bring you to an “Upload Documents” page. Click the dropdown for “document type” and select “Faith-Justice Institute, Service-Learning” as your department. Upload the correct document for each requirement.
5. Clearances can only be accessed by SJU staff the day after they are uploaded. You will be contacted if your clearance document cannot be read, is an incomplete upload, or if it is the wrong certificate.

## **Reminders:**

- For assistance with clearances, ***please see a Placement Liaison in Post-Learning Commons 131 during PL office hours.***
- Turn all clearances into your service supervisor your first week of service
- Students with incomplete clearances cannot begin service until all clearances are turned in

The screenshot shows the 'Upload Documents' page under 'ADMINISTRATIVE SERVICES'. On the left, a sidebar lists 'Advancement / Alumni Relations', 'Employee Information', 'Faculty & Advisors', 'Personal Information', and 'Student' (with 'Student Services', 'Student Profile', 'Registration', 'Financial Aid', and 'Missing Person Contact Information' listed under it). The 'Student' section has 'Student Clearances' circled in green. The main page has a red header bar with the text: 'I give permission for my documents to be reviewed by select University personnel. Please select the document type and the department that will review your clearances.' Below this is a form with 'Document Type:' and 'Department:' dropdowns. The 'Document:' field shows 'Choose File' and 'No file chosen'. The 'Upload Document' button is visible. A dropdown menu for 'Document Type:' lists: 'FBI Clearance', 'PA Child Abuse Clearance', 'PA Criminal Background Check', 'Online Mandatory Reporter Training Certificate', 'Arrest and conviction report', 'Employees of schools waiver', 'Statement regarding background clearances', and 'Tuberculosis screening'. A second dropdown for 'Department:' shows 'Campus Ministry Weekly Service', 'Education', and 'Faith-Justice Institute, Service-Learning' (which is checked). The bottom right corner of the page says 'RELEASE: 8.0'.