CAMPUS MINISTRY
Weekly Service
INSTRUCTIONS FOR CLEARANCES
<mark>VOLUNTEERING WITH YOUTH ONLY</mark>
FALL 2024

YOU WILL NOT BE ABLE TO GO TO SERVICE UNTIL YOUR FORMS ARE CORRECTLY UPLOADED TO THE NEST.

We might already have copies of any clearances from past years if you registered through Weekly Service, Service-Learning, or Education; Check the SJU NEST - under Student Menu - Student Clearances to access your own copies

*Ask your CPC what the policy of your community partner is and if you need to get clearances again if you have already obtained them. SJU's policy is that clearances are considered valid for 5 years. Some community partners require clearances to be obtained more often - if this is the case, please follow the guidelines of your community partner. *

CLEARANCES NEEDED

1. **PA Criminal Record Check** (Free for volunteers; $22 for those who have already received a free clearance).
   - Registration Site:**https://epatch.pa.gov/home**
   - Click "New Volunteer Record Check"
   - Fill out information
   - Click the control number
   - Click certification form – Print or save certification form [looks like a certificate]
   - Upload to the NEST (see step 5 instructions)

2. **PA Child Abuse Clearance Check** (Free for volunteers; $13 for those who have already received a free clearance within the past 57 months).
   - Registration Site: : **https://www.compass.state.pa.us/cwis/public/home**
   - Create new individual account (if first time doing clearances online) or Individual Login (if you've previously done this online)
     i. Please save your username and password in order to access your clearances in the future
     ii. Your results will be available in this online account (can take up to 14 business days to process) after you complete the application
   - Upload to the NEST (see step 5 instructions)

3. **Get FBI Fingerprinting** (Cost is **$26.20.** Campus Ministry can reimburse the cost as long as you continue volunteering throughout the semester and return a paper copy of your fingerprinting results).
   - **Register for fingerprinting.** To register online to be fingerprinted for the **Federal FBI Criminal History Report**, click **here**. **What service code to enter? Please enter **<mark>1KG6RT</mark>** unless your community service partner instructs you otherwise (e.g., Inglis House requires this code - 1KG756)** For step-by-step instructions on how to register, click **here**. You must register prior to going to the fingerprinting site and schedule a fingerprinting session. YOU MUST REGISTER AHEAD OF TIME AND BRING A CREDIT or DEBIT CARD in your name along with the same government ID you register with (driver's license, passport, or

other government ID). We will reimburse the cost for fingerprints as long as you save a receipt. If you are not able to pay upfront, then email Fr. Doug Ray at dray@sju.edu for a payment code.

**FALL 2024 - Fingerprinting is once again being offered on campus in Wolfington Hall on September 19 and 20. Wolfington Hall is the stone building right next to the chapel. Its front door faces City Avenue, and is directly opposite the bridge to McShain.

If you are not able to come to one of those sessions, you will need to go off campus. Check with your CPC to arrange a carpool or to take SEPTA to get fingerprinted, if that is the case.

Select a fingerprinting location and schedule an appointment.

Address/Location	Hours:
30 Greenfield Ave, Ardmore, PA 19003 *The Enrollment Center is located inside AAA.*	Monday - Friday: 9:00 AM - 12:00 PM & 12:30 PM - 4:30 PM Saturday: 10:00 AM - 3:30 PM
130 S State Rd, Upper Darby, PA 19082 *The Enrollment Center is located inside Diallo Brothers LLC*	Monday - Friday: 9:00 AM - 1:00 PM & 2:00 PM - 5:00 PM
4022 Market St, Philadelphia, PA 19104 *The enrollment center is located inside Arc Point Labs.*	Monday - Friday: 9:00 AM - 2:00 PM & 2:30 PM - 5:00 PM
1600 Arch St, Ste 101, Philadelphia, PA 19103 *The enrollment center is located within Wellness Mart*	Monday - Friday: 9:00 AM - 12:30 PM & 1:00 PM - 5:00 PM Saturday: 10:00 AM - 12:30 PM & 1:00 PM - 4:00 PM
233 S 6th St, Ste C2, Philadelphia, PA 19106 This Enrollment Center is located inside ArcPoint Labs	Monday - Friday: 9:00 AM - 4:30 PM
744 South St, Philadelphia, PA 19147 The Enrollment Center is located at the corner of 8th & South St.	Monday - Friday: 10:00 AM - 1:00 PM & 2:00 PM - 6:00 PM Saturday: 11:00 AM - 4:00 PM Appointments only. No walk-ins at this time please

- *Please check the IdentoGo website for the most up to date locations, as these change regularly.*
    - *Use this link to find up to date locations here, as these change regularly.*
- *At some IdentoGo locations, if no appointments are available you can still walk-in, however, scheduled appointments will take priority.*

- **HOW TO GET REIMBURSED** (Weekly Service ONLY)
    i. You can get reimbursed AFTER you have uploaded your fingerprinting results to the Nest
        a. If you do not receive fingerprinting results by email you can request a copy from Father Doug Ray at dray@sju.edu.
    ii. We will only reimburse CURRENT, ACTIVE, REGULAR volunteers. SAVE YOUR RECEIPT from fingerprinting.
        - Make sure the results of all other clearances are uploaded to the Nest too!
        - **Fill out this form** for reimbursement

4. **Online training** (mandatory reporting for child abuse)
    - Please follow these instructions **here**.
    - If the system asks you to provide a branch code, it is ==2090-93465==.
    - Please print out a copy of the certificate received at the end of class with your name on it.
    - Upload the certificate to the Nest.
    - **School District of Philadelphia** placements (E.g. GOMPERS and OVERBROOK EDUCATIONAL CENTER) require a different mandated reporter training (#4 online training) - If you complete the School

District of Philadelphia training, you do not have to complete the SJU training. INSTRUCTIONS FOR SCHOOL DISTRICT OF PHILLY requirements are linked HERE.

5. All Clearances Must be <u>Uploaded to the NEST</u> - INSTRUCTIONS
1. Login to the Nest.
2. Under "Administrative Services" Portlet click "Student"
3. Click "Student Clearances"
4. In the Upload Documents page, select the document type.
5. Select the department (Weekly Service Campus Ministry). *Note: if you have already uploaded your clearances for Education or Service-Learning you do not need to upload them again.*
6. Choose and attach your file.
7. Click "Upload Document."

**If you need to retrieve your clearances from SJU later (if you need copies for another job, volunteer placement, etc) → here are instructions:

1. Login to the Nest.
2. Under "Administrative Services" portlet click "Student"
3. Click "Student Clearances"
4. In the Upload Documents page, under Previously Submitted Documents, click on the file name of the document you would like to email, download, or print. If you receive an "Access is Denied" message, close the window and try again.
5. Once the document displays successfully, choose the desired action in the upper right of the window. If you would like to email the document to yourself, click on the Email option to be guided through an email verification process. To download as a PDF, choose the Export option.

Some sites require **TB tests, physicals, COVID vaccine documentation, etc.** (check with your CPC)

****<u>Catholic organizations require the Virtus Protecting God's Children training</u>**** Check with your CPC to see if this applies to you.**

<center>With questions, email Fr. Doug Ray, SJ at dray@sju.edu.</center>

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<center>**<u>PLEASE ALSO BRING PRINTED COPIES WITH YOU TO YOUR COMMUNITY PARTNER ON YOUR FIRST DAY OF SERVICE.</u>**</center>

<center>*THANK YOU FOR YOUR DEDICATION TO SERVE THE CHILDREN OF PHILADELPHIA and CAMDEN!*</center>