



Clearances Outline 2018

Camp Conquest is required by law and by accreditation standards to obtain various clearances for all individuals who work with children. The following outline will help you walk through the process.

If you are volunteering and under 18 years of age during camp, you are not required to have clearances, but will need an affirmation statement signed by yourself and a parent/guardian. See #5 below.

Different clearances are valid for different amounts of time. If you already have obtained your clearances and they are current, please upload directly. If you have not obtained your clearance or if the clearance is out of date, please obtain a current clearance. Summer employees cannot submit "volunteer" clearances.

1. Act 151 PA Child Abuse History Clearance

- a. Good for 5 years
- b. To obtain this clearance click here: <https://www.compass.state.pa.us/cwis/public/home>
- c. Please upload your clearance on your application

2. Act 34 PA Criminal History Record Check

- a. Good for 5 years
- b. To obtain this clearance click here: <https://epatch.state.pa.us/Home.jsp>
- c. Please upload your clearance on your application

3. FBI Criminal History Check

- a. Good for 5 years
- b. Are you a paid staff member: Yes No
- c. Have you lived in PA for *less than* 10 years: Yes No
- d. If you answered 'No' to both skip this check
- e. If you answered 'Yes' to one or more, this check is required
- f. To obtain this clearance click here: <https://www.identogo.com/>
- g. Use Service Code: 1KG6ZJ
- h. Please upload your clearance on your application

4. National Sex Offenders Register and National Criminal Check

- a. Good for 1 year
- b. To obtain this background check click here: <https://secure.safehiringsolutions.com/app.cfm?id=23E873B8-45B6-4296-B659-1F30981DE90D>
- c. This check will be sent directly to the camp office.

5. Affirmation Statement

- a. Good for 1 year
- b. To obtain this statement click here: http://campconquest.org/sites/default/files/affirmation_2017_1.pdf
- c. Minors need to have a parent signature. Print out, sign and bring with you or mail in ahead of time.
- d. Adults will be able to sign this document at Staff check-in.

6. Mandatory Reporter Training Certificate

- a. Good for 5 years
- b. To take an online training course click here:
https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tabId=1091&tab_group_id=901
 - i. Note: This is a 3 hour course.
 - ii. It is required for: "an individual paid or unpaid; who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child." (camp counselors and program leaders and year round staff)
- c. Please upload your course completion certificate on your application

For questions about this process, please contact the camp office at 717.336.2541 or email us at registrar@campconquest.org. Thank you for taking the time to work through this process in order to serve the local church in the ministries of evangelism and discipleship in the camp setting.