Grace Brethren Retreat Center
Camp Conquest
480 Forest Rd
Denver, PA 17517
717-336-2541
www.campconquest.org

Clearances Outline 2022

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.

Clearance requirements vary by position. The chart below shows which clearances are required. Summer employees *cannot* submit "volunteer" clearances.

Numbers 1-6	Numbers 5-6	Number 6
• Counselors (adult) • Year-Round/Seasonal Paid Staff • Jr. Paid Staff (contact camp office) • Activity Staff (summer) • Nurses	• Kitchen Helpers • Store Clerks/Bus Drivers • Activity Staff (off season) • Office/Maintenance Volunteers • Instructors/Speakers/Pastors • Any Adult on Property	• Volunteering Jr. Staff 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.

1. **Act 151 PA Child Abuse History Clearance** (Valid for 5 years)
    a. To obtain this clearance click here: https://www.compass.state.pa.us/cwis/public/home
    b. Please upload your clearance on camp application (see Document Center on your account)

2. **Act 34 PA Criminal History Record Check** (Valid for 5 years)
    a. To obtain this clearance click here: https://epatch.state.pa.us/Home.jsp
    b. Please upload your clearance on camp application (see Document Center)

3. **FBI Criminal History Check** (Valid for 5 years)
    a. Are you a paid staff member: Yes No
    b. Have you lived in PA for *less than* 10 years: Yes No
    c. If you answered 'No' to both skip this check
    d. If you answered 'Yes' to one or more, this check is required
    e. To obtain this clearance click here: https://www.identogo.com/
    f. Employees use code: 1KG738; Employees ages 14-17 use code: 1KG756; Volunteers use code: 1KG6ZJ
    g. Please upload your clearance on camp application (See Document Center on your account)

4. **Mandated Reporter Training Certificate** (Valid for 5 years)
    a. To take an online training course click here: https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tabId=_109_1&tab_tab_group_id=_90_1
        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)
    b. Please upload your course completion certificate on your application (See Document Center on your account)

5. **National Sex Offenders Register**
    a. Must swipe driver's license or state issued id at office before serving at camp.

6. **Affirmation Statement** (yearly)
    a. Adults will be able to sign this at Staff Check In
    b. Minors need to have a parent signature.

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.

*Clearance requirements subject to change. You may be asked to do additional clearances.