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

Clearances Outline 2027

Camp Conquest is required by law and by accreditation standards to obtain various clearances and background checks 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.

Different clearances are valid for different amounts of time. If you have obtained your clearances and they are current, please email originals directly to HRAdmin@campconquest.org if we do not already have them. They must be legible. If you have not obtained your clearance or the clearance is out of date, please obtain a current clearance.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 (5 Years)**
    a. Good for 5 years
    b. To obtain this clearance click here: https://www.compass.state.pa.us/cwis/public/home
    c. Please email your clearance (if camp does not already have it)

2. **Act 34 PA Criminal History Record Check (5 Years)**
    a. Good for 5 years
    b. To obtain this clearance click here: https://epatch.pa.gov
    c. Please email your clearance (if camp does not already have it)

3. **FBI Criminal History Check (5 Years)**
    a. Good for 5 years
    b. Are you/will you be a paid and an adult 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 clearance.
    e. If you answered 'Yes' to one or more, this clearance is required.
    f. To obtain this clearance click here: https://www.identogo.com/services/live-scan-fingerprinting (choose State; choose digital fingerprinting; enter code **1KG756** and follow online instructions)
    g. Employees ages 14-17 do not need this Clearance *unless* they live outside of PA.
    h. Please email your clearance (if camp does not already have it)

4. **Mandatory Reporter Training Certificate (5 Years)**
    a. 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." Such as Camp Counselors; Program Leaders; Employees.
    b. Good for 5 years. Free online training course: https://www.reportabusepa.pitt.edu/
        1. Note: This is a 3-hour course.
        2. Please email your certificate (if camp does not already have it)

5. **National Sex Offenders Register and National Criminal Check (yearly)**
    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. The results will be sent directly to the camp office.

6. **Affirmation Statement (yearly)**
    a. Signed within your Staff Application

For questions about this process, please contact the camp office at 717-336-2541 or email HRAdmin@campconquest.org. Thank you for taking the time to work through this process to serve the local church in the ministries of evangelism and discipleship in the camp setting.