



Mountaintop

CHRISTIAN ACADEMY

VOLUNTEER CERTIFICATIONS INSTRUCTIONS

All prospective volunteers **must** obtain the following certifications, that are valid for 60 months from date of issue:

- Report of Criminal History from the Pennsylvania State Police (PSP)
- Child Abuse History Certification from the Pennsylvania Department of Human Services (Child Abuse)
- If having resided outside the Commonwealth of Pennsylvania at any point in the last ten (10) years, a fingerprint based Federal Criminal History (FBI) **OR** If having been a continuous resident of the Commonwealth of Pennsylvania for the past ten (10) years, must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under 23 Pa.C.S. § 6344

PSP CRIMINAL HISTORY REPORT (PATCH):

Report is free to volunteers.

1. Visit <https://epatch.pa.gov/home> to complete your online application.
2. Choose "New Volunteer Record Check".
3. Provide the information that is requested to complete your application.
4. When you have received your results, please submit a copy to MCA along with your Volunteer Application. (Please Note: PSP does not mail reports when an online application is completed. It is your responsibility to follow the directions on their website, check the status of your request, and print your certificate.)

CHILD ABUSE HISTORY CERTIFICATION:

One (1) Report is free to volunteers every 57 months.

1. Visit <https://www.compass.state.pa.us/cwis/public/home> to complete your online application.
2. Choose "Create Individual Account" if you are a first time applicant, or choose "Individual Login" if you have completed an application in the past and have login information.
3. Provide the information that is requested to complete your application.
4. When you have received your results, please submit a copy to MCA along with your Volunteer Application.

FBI CRIMINAL HISTORY CLEARANCE (FINGERPRINTING):

*Only necessary if you have resided **OUTSIDE** the Commonwealth of Pennsylvania at any time in the last 10 years.

Cost: \$23.25 for volunteers.

1. Visit www.identogo.com or call 1-844-321-1201 to register for fingerprinting.
You will need the following service code for a volunteer to register: 1KG6ZJ
You will receive an email or confirmation code when registration is complete - KEEP THIS INFORMATION!
2. Visit <https://www.identogo.com/> and select Get Fingerprinted at the top right.
3. Select Pennsylvania and Go.
4. Scroll down and select Digital Fingerprinting.
5. Enter the service code provided.
6. Use the available links to locate the most convenient fingerprinting location for you and schedule your appointment.
7. Be sure to take one of the following with you for your appointment: Valid U.S. Driver's License, State ID Card, Military Identification Card or Passport.

Copies of ALL reports MUST accompany your MCA volunteer application, and be approved by the School Director, prior to performing any volunteer service involving the interaction with children.