

BACKGROUND CHECK REQUIREMENTS FOR EMPLOYEES

All RMBC Employees are **REQUIRED BY LAW** to have these **3 Clearances** and **Reporter Training** completed. All Clearances are good for 60 months.

DO YOU HAVE CURRENT BACKGROUND CLEARANCES?

RMBC will accept copies of Employment Clearances acquired within the past 24 months of hire (**cannot have been for a Volunteer position**) if the Employee submits:

(1) Copies of all 3 Clearances, and (2) Signs the Non-Disqualification Statement.

1. PA STATE POLICE CRIMINAL CHECK *(Credit Card required)*

- LOG-ON; <https://epatch.state.pa.us/Home.jsp>
- Click: [SUBMIT A NEW RECORD CHECK](#)
- Follow the instructions to submit your Check. **Pay the \$8 fee via credit card.** Print/Submit the receipt to the Camp Office for reimbursement.
- Once you receive your Clearance, you must provide camp with a copy.

2. PA CHILD ABUSE HISTORY CLEARANCE

- LOG-ON: <https://www.compass.state.pa.us/cwis/public/home>
- Click: [CREATE INDIVIDUAL ACCOUNT](#), or INDIVIDUAL LOGIN (if you already have an account)
- Follow the instructions to create an Individual Account, and submit a request for a PA Child Abuse History Clearance. You are applying for an “Employment with Significant Likelihood of Regular Contact with Children” (NOT VOLUNTEER).
- HOW DO I PAY? **Contact Reid for a Payment Code- ReidA@rockmountain.org**
- Once you receive your Clearance, you must provide camp with a copy.

3. FBI BACKGROUND CHECK – FINGERPRINTING

FBI Background Checks are waived for Employees who are 14-17yrs of age who are PA residents for previous 10 year period, as long as the Non-Disqualification Statement is signed by the employee and a parent/guardian.

1. LOG-ON: <https://www.pa.cogentid.com>
2. Click on: [DEPARTMENT OF HUMAN SERVICES page](#)
3. Click: [REGISTER ONLINE](#)
4. On PAYMENT TYPE Drop-Down Menu, Select: **AGENCY**

AGENCY ID	PADW65881
Agency Name	Rock Mountain Bible Camp
Address	PO BOX 64
City	SOUTH GIBSON
State	PA
Zip	18842
Billing Password	Email ReidA@rockmountain.org for Billing Password
Reason Fingerprinted	EMPLOYMENT WITH SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN

(COMPLETE THE REST OF THE APPLICATION)

5. PRINT YOUR CONFIRMATION SHEET THAT HAS YOUR **REGISTRATION ID # ON IT.**
6. FIND A **LOCAL FINGERPRINTING LOCATION:**
https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html.
NOTE: SOME SITES REQUIRE AN APPOINTMENT, SO CALL AHEAD TO VERIFY THEIR HOURS OR SCHEDULE AN APPOINTMENT.
7. **TAKE YOUR RECEIPT AND PROPER PHOTO ID TO THE FINGERPRINTING LOCATION YOU CHOOSE.** Verify what you need to bring at:
https://www.pa.cogentid.com/ohio/DPW/DPW_pdf/PA_ID_03112008.pdf
8. **ONCE YOU RECEIVE YOUR FBI CLEARANCE, YOU MUST PROVIDE CAMP WITH A COPY.**

NOTE: EMPLOYEES WHO CANNOT GET TO A FINGERPRINTING SITE IN PA: *If you cannot get to a PA Fingerprinting location, then you must check the FINGERPRINT CARD USER BOX at the top of the **Applicant Registration** form. See example:*

Fingerprint Card User	<input type="checkbox"/> This box indicates you will be submitting ink rolled cards from out of state or were directed to do so by your requesting agency.
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If you select this Box, you will NEED to pay with a Credit Card (you will not be able to use our Agency # and Billing Passcode). **Submit a copy of your receipt to RMBC to be reimbursed.**

You will need to go to a FBI Fingerprinting location in your state (i.e. Police Station). Get fingerprint cards done at that location, then send them via MAIL to 3M COGENT.

3M Cogent

Attn: Fingerprint Card Scan PA DPW

5025 Bradenton Ave., Suite A

Dublin, OH 43017

SEE HOW TO GET FINGERPRINT CARDS & MAIL TO COGENT:

https://www.pa.cogentid.com/ohio/DPW/DPW_docs/PA_Fingerprint%20Cards_DPW.htm

4. Child Abuse Reporting Training – This Training must be complete before employment begins.

Once the online training is complete, email or print a copy of “Training Certificate” to Camp Office-
rmbc@rockmountain.org for RMBC records.

- LOG-ON: www.reportabusepa.pitt.edu

QUESTIONS? Contact Reid

Reid Anderson – ReidA@RockMountain.org 570-756-2200 x216

NON-DISQUALIFICATION STATEMENT

Employees under 18 years of age, or Volunteers, who have been **residents of Pennsylvania for the previous 10 years** do not need to acquire FBI Fingerprinting background clearances. But are required to swear in writing that they are not disqualified from employment or service as defined by PA Law.

Employees 18 years of age and over, **with current background clearances** in accordance with PA Law, may transfer their clearances but are required to swear in writing that they are not disqualified from employment or service as defined by PA Law.

I, _____, affirm that I am not disqualified from employment or service under Section 6344(c) or have not been convicted of an offense similar in nature to a crime listed in Section 6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania.

_____ Name of Employee/Volunteer	_____ Date	_____ Name of Parent/Legal Guardian	_____ Date
			<i>(Must be signed for employees under 18 yrs)</i>