



Troop 393 Child Protection Policy Checklist for Volunteers

If you have questions about this process, please email or contact Karen Blevins secretree@hotmail.com or cell (717) 371-4025.

If you have completed this process in the last 5 years simply supply the relevant documentation to the troop.

Step1: Complete the Pennsylvania Criminal Record Check online.

1. Go to <https://epatch.state.pa.us>
2. Click on **New Record Check (Volunteers only)**
3. Read the agreement and then click **Accept**.
4. On the next page use "Boy Scout Troop 393" as the Organization Name.
5. Then fill in your information.

Reason For Request:	VolunteerFREE
Volunteer Organization Name:	Boy Scout Troop 393 *
Volunteer Organization Telephone Number:	
First Name:	*
Middle Name:	
Last Name:	*

6. Click **Next** and continue filling out the form.
7. On the Record Check Request Review page, click the **Submit** button.
8. The page will be updated with a Control #. Click the **Control #**, then click on the **Certification Form** in the middle of the page.
9. Printout 3 copies of the certificate.

Step2: Complete the Pennsylvania Child Abuse History Clearance online

- 1) Go to <https://www.compass.state.pa.us/cwis/public/home>
- 2) If you have not been on this site before click on **Create Individual Account**. Otherwise click on **Individual Logon** and skip to step 5.
- 3) Create a new ID
- 4) Check your email to receive a temporary password.
- 5) Go back to <https://www.compass.state.pa.us/cwis/public/home> and click on **Individual Login** and login using your new username and password.
- 6) Click **Access My Clearances**.
- 7) Continue through the application process until you reach the end.
- 8) Several days after submitting your application you will receive an email.
 - a. Visit the website to logon.
 - b. Click Access My Clearances.

- c. Click on the results and printout 3 copies of the PDF.
- d. You will also receive a copy of the clearance in the mail in a week or two. (We would prefer that copy if possible.)

Step3: Sign the disclosure form.

- 1) Obtain a Troop393 disclosure form. These will be available at a Scout Meeting.
- 2) If you have lived in PA for the last 10 years simply read and sign the form. If you have not lived in PA for the last 10 years, you will have to get fingerprinted.

Give 3 copies of all forms to Karen Blevins.