

# MID-ATLANTIC MISSION CENTER YOUTH WORKER REGISTRATION STEPS

## BASIC STEPS

**For more detailed step-by-step guidance, see following pages**

### 1. Community of Christ Youth Worker Certification

<http://www.cofchrist.org/children-and-youth-worker-registration>

Complete the application found in the site's resources and give it to your pastor or relevant mission center delegate.

See your congregation's pastor or Ryan Pitt for more details

After the application process, you will need to watch a video training. Talk to Jaime Lynch for more details.

### 2. For working with youth in the state of Pennsylvania

1. Pennsylvania Child Abuse History Clearance (\$13 as of 7/20/2019; free if you meet the following criteria: 1. Haven't received a free background certification in the previous 57 months, 2. The background certification is necessary to satisfy requirements under Ch. 62 subsection 6344b, and 3. The certification will not be valid or used for any other purpose including employment)

You will need to create an individual account

<https://www.compass.state.pa.us/cwis/public/home/>

2. Pennsylvania State Police Criminal Record Check (free as of 7/20/2018) - <https://epatch.state.pa.us/> The charge listed on the site is \$22 but when you click through it points out that this fee is waived for volunteers.
3. Federal Bureau of Investigation Criminal Background Check (\$22.60) - <https://uenroll.identogo.com/> use Service Code **1KG6ZJ**

More information can be found at:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

4. After completing all 3 steps for PA certification, email the results as pdfs to Robin Judd [rjuddmamc@gmail.com](mailto:rjuddmamc@gmail.com)

# MID-ATLANTIC MISSION CENTER YOUTH WORKER REGISTRATION STEPS

## DETAILED STEPS

### 1. Community of Christ Youth Worker Certification

<http://www.cofchrist.org/children-and-youth-worker-registration>

#### Children and Youth Worker Registration



The children and youth worker application form is part of the process Community of Christ uses to screen those who wish to work directly with children and young people. Priesthood members and anyone working with youth in church programs (youth leader, Sunday school teacher, camp counselor, etc.) must be a registered children and youth worker (RCYW) or a RCYW assistant. Remember that registration is two-fold: completing the application process & attending the [required training](#).

It is important to note that those applying are not registered until the child protection team in the Office of General Counsel (OGC) at International Headquarters checks and authenticates the forms. The intent of the application is to help the church provide a safe and secure environment for young people and to help identify and best utilize the gifts and skills of applicants.

[Application Process Summary](#)

#### Resources

[Registered Child and Youth Worker Application Form](#)

[Registered Child and Youth Worker - Mission Center Checklist](#)

[Registered Child and Youth Worker - Application Form Guidance Notes](#)

[VIEW ALL](#)

After the application process, you will need to watch a video training. Talk to Jaime Lynch for more details.

### 2. For working with youth in the state of Pennsylvania

1. Pennsylvania Child Abuse History Clearance (\$13 as of 7/20/2019; free if you meet the following criteria: 1. Haven't received a free background certification in the previous 57 months, 2. The background certification is necessary to satisfy requirements under Ch. 62 subsection 6344b, and 3. The certification will not be valid or used for any other purpose including employment)

You will need to create an individual account.

<https://www.compass.state.pa.us/cwis/public/home/>

WELCOME TO THE

# Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

INDIVIDUAL LOGIN

CREATE INDIVIDUAL ACCOUNT

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

ORGANIZATION LOGIN

CREATE ORGANIZATION ACCOUNT

After you

create your account and log in, you will need to create a clearance application.

For application purpose choose: *Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.* Then when a new section under the choice opens up, fill out as below:

Individuals submitting an application as a Volunteer Having Contact with Children agree to use the certification for volunteer purposes only. The application fee will be waived if you have not obtained a volunteer certification free of charge within the previous 57 months.

Please Note: The use of the term "certification " is used interchangeably with "clearance".

Volunteer Category (required)

Agency Name (required)

Other



Community of Christ

Click *Next*. Fill out the *Applicant Information*, *Current Address*, *Previous Address*, and *Household Members* pages, confirm information is correct, complete the e-signature page, click no for *Application Payment*, and click *Submit Application*.

After you receive your certificate, save it as a pdf.

2. Pennsylvania State Police Criminal Record Check (free as of 7/20/2018) - <https://epatch.state.pa.us/> The charge listed on the site is \$22 but when you click through it points out that this fee is waived for volunteers.



### Welcome to Pennsylvania Access To Criminal History

**On December 1, 2017, the fee for a Criminal History Record Check will increase to \$22.00. The fee for an Access and Review will increase to \$20.00. The fee for a Notarized Criminal History Record Check will increase to \$27.00.**

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

**All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.**

**New Record Check (Volunteers only)**

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

Scroll to bottom of next page, check and click as shown:

#### Volunteer Acknowledgement Section

By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment.

Accept

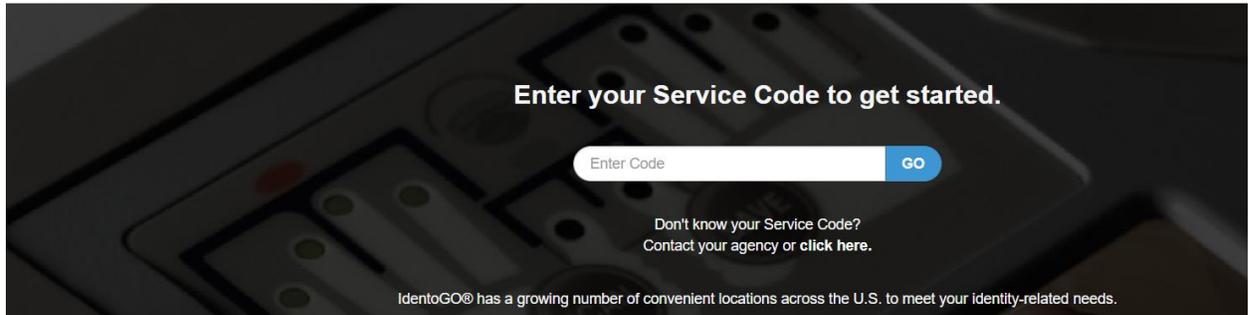
Decline

Fill out *Personal Information*. For *Volunteer Organization Name* enter Community of Christ. You only need to fill in the spaces with a red asterisk \*, so do not need *Volunteer Organization Telephone Number*.

Click *Next*, verify your information, click *Proceed*.

After you get your results, save them as a pdf.

3. Federal Bureau of Investigation Criminal Background Check (\$22.60) - <https://uenroll.identogo.com/> use Service Code **1KG6ZJ**



Enter the Service Code **KG6ZJ** and click **Go**.

## 1KG6ZJ - Pennsylvania DHS-Volunteer

[← Back to Home](#)

### Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

### What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

### Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

### Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Follow the links for directions on getting your **Federal Bureau of Investigation Criminal Background Check**.

After you receive your results, scan or take a picture to make a digital copy of your results.

More information can be found at:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

4. After completing all 3 steps for PA certification, email the results as pdfs to Robin Judd [rjuddmamc@gmail.com](mailto:rjuddmamc@gmail.com)