

**Required Clearances and Trainings required to work in Child Care. Read carefully. You must have these completed prior to starting work with Little Sprouts. You can email the results or print them and drop off with the office. NOTE: If you have any of these clearances already, dated within the last 5 years/60 months, you may submit these to the office instead.**

**State Police:**

- <https://epatch.pa.gov/home>
- Click on Submit New record Check and click for employment reasons, do NOT do a volunteer record check
- Complete all required information and submit
- **This is an instant result clearance so after submitting click on link and print out the official results page and email/drop off with office.** If not instant, it will be there in 24 hours. Log back in and click on control # link and print our official page.

**Child Abuse:**

- Go to: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
- Click on Create individual account
- Write down and save your login information
- Walk through all the steps in completing the application and submit
- **Sometimes this is an instant result application and sometimes it takes a few hours.** If results are instant click on the link and print the official results. If they are not instantly ready log back in and check every few hours until the results are ready and print and email/drop off with office as soon as complete.

**You MUST at least complete the registration process below for the fingerprinting and print/ email your payment verification sheet and registration page to the office and then schedule your appointment to be fingerprinted prior to starting. You **MUST** take along with you your photo ID and registration print off.**

**FBI Fingerprinting:**

- Go to: <https://www.identogo.com/locations/pennsylvania>
- Scroll down to and click: Digital Fingerprinting
- At top of next page type in the code: **1KG738** and hit go
- Click on: Schedule or Manage Appointment
- Type in all required information and follow the prompts.
- **During the registration process applicants will be asked for an email address and will be asked to create a security question and a security answer. It is very important that once the user creates the security question and answer that they retain this information.**
- **Shortly after their fingerprints have been taken and a result can be provided, they will receive an email. They will be advised to click on the link within the email and enter the security question and answer.**
- Your results will come in the mail or email. Submit these results to the director.
- **Fingerprinting Site is: Mail N Ship 4 U, 96 Commerce Dr, Wyomissing, PA 19610**

**National Sex Offender Registry**

- Complete the following attached form and submit to Jess and she will submit the form for you.

**Mandated Child Abuse reporting**

- [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

(Must register) OR if you have previously done the training and don't remember your login info click on forgot password and click on the blue link to view your previous certificate or retake the training if it was more than 5 years ago

## APPLICATION: National Sex Offender Registry Verification

The following individuals must complete the National Sex Offender Registry verification application:

- Any individual 18 years or older residing in the child care setting where child care is occurring.
- Any individual working for a Regulated Child Care Provider.
- Any individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- Any volunteer of a child care provider, group day-care home or family child care home.

Type or print clearly in ink. Fill in all necessary fields on the application. Once completed, use one of the following three options to submit the application for processing:

1. Mail to the Clearance Verification Unit, ChildLine at the following address: Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170; **OR**
2. Scan the completed application and email to: **RA-PWNSOR@pa.gov** In the subject line list 'NSOR Verification Applicant Last Name (i.e., Smith); **OR**
3. Hand deliver to the Clearance Verification Unit lobby located at: 5 Magnolia Drive, Harrisburg, PA 17110 (Hillcrest Building number 53). Free parking is available in Lot C.

- Processing time is fourteen days from the date the application is received.
- Retain a copy of the completed application for your record. You may need a copy as proof of your submission for your employer.
- There is no fee for the National Sex Offender Registry verification letter.
- Refer all questions to the Clearance Verification Unit at 877-371-5422.

### Purpose of the National Sex Offender Registry Verification (Check one box only)

Individual 18 years or older residing in the facility where child care is occurring.  
 Individual working for a Regulated Child Care Provider.  
 Individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.  
 Volunteer of a child-care provider, group-daycare home or family child care home.

### Applicant Demographic Information (All fields required)

Full Name (Last, First, Middle Initial): \_\_\_\_\_

Social Security Number (XXX-XX-XXXX): \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Daytime Phone Number (XXX-XXX-XXXX): \_\_\_\_\_

Mailing Address: 7139 Bernville Rd. Bernville PA 19506

E-mail Address: \_\_\_\_\_

I affirm the above information is accurate and complete to the best of my knowledge and belief, and submitted as true and correct under penalty of law per Section 4904 of the Pennsylvania Crimes Code.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For CVU internal use only

Date application received at CVU:

Date emailed/mailed to the applicant: