Volunteer Information Sheet

Volunteer Requirements:

* An individual interested in the allied health care field (high school student, current college student, adult learner, )
* Volunteers will have to opportunity to observe therapy sessions for all disciplines yet no active participation in session is allowed
* Volunteers will be asked to complete miscellaneous tasks inclduing:
  + Setup/Cleanup of toys and equipment
  + Cleaning/Sterilizing toys and equipment
  + Various office tasks
* Required clearances include Criminal Background Check, Child Abuse History Certification and FBI Clearance completed within the last year
* A tour and/or orientation are not required yet can be completed upon request
* Confidentiality Agreement will be signed on the first day of volunteering
* HIPPA Guidelines will be reviewed and explained on the first day of volunteering

How to Obtain Clearances:

Criminal Background Check Clearance (Fee waived by State if registering as a ‘Volunteer’)

* Visit <https://epatch.state.pa.us/Home.jsp>
* Select the tab “New Record Check” (Volunteers Only).
* Follow prompts to complete background check
* Results provided online/download copy and send to CPT

Child Abuse History Certification

* Visit [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
* Select ‘Create Individual Account’
* You will be redirected to the Keystone ID General Information page
* Select ‘NEXT’ at the bottom of the page and follow prompts/enter information required

FBI Clearance

* Visit <https://www.identogo.com/>
* Enter zip code into ‘Find the nearest Identgo center
* Select Digital Fingerprinting
* Service Code is 1KG6ZI (DHS Volunteer)
* Following remaining prompts to pre-register
* Take registration form to Identgo location to have fingerprints completed

\*\* Volunteers, students and individuals who are observing/shadowing are responsible for the cost of their clearances.\*\*