

## **BECOME A VOLUNTEER**

Please take a moment to review [this](#) short informational slideshow to find out if Project Libertad is right for you! Contact us @ [volunteer@projectlibertad.org](mailto:volunteer@projectlibertad.org) with any initial questions.

### **Ready to get started?**

First complete our [volunteer application](#) and then [register](#) for a new volunteer orientation training session - available dates are in blue on the calendar.

- Once your application is submitted you will receive an email containing a link to upload your required clearances and other documents. All clearances and documents must be uploaded at the same time using that link. More on these documents below!
- After you register for orientation training you will receive two additional confirmation emails. The first is a standard confirmation email and the second contains a Google Meet link for your volunteer orientation.

### **Required Clearances & Documents**

- FBI Record Check
- PA Criminal Record Check (PATCH)
- PA Child Abuse Clearance
- Valid, unexpired photo ID

### **Other Documents**

- Proof of Covid-19 vaccination \*only required for in-person programs
- Mandated Reporting (ACT126 Certification) \*required for anyone who wishes to work with children

## OBTAINING YOUR REQUIRED CLEARANCES

You can get started now!

**IMPORTANT:** Please submit all required clearances and documents at the same time using the link provided in your application submission email.

### FBI Record Check

1. Go to: <https://uenroll.identogo.com/>
2. Enter Service Code: **1KG6Y3**
3. Select Manage or Schedule Appointment
4. Fill in your information to pre-register for fingerprinting
5. After fingerprinting, results will be emailed to you with a one-time download link.
6. Save the PDF to upload with your other documents.

Valid 5 years but PL requires annual renewal

### PA Criminal Record Check (PATCH)

1. Go to: <https://epatch.state.pa.us/Home.jsp>
2. Click the yellow box that reads: "New Record Check (Volunteers Only)"
3. You should get a PDF of your results immediately, but sometimes it can take a couple of weeks.
4. Save the PDF to upload with your other documents.

No expiration date, but PL requires annual renewal

## PA Child Abuse Clearance

1. Go to: <https://www.compass.state.pa.us/cwis/Public/Home>
2. Create and login with individual account
3. You should receive a PDF of results in about two weeks (less with SS#)
4. Save the PDF and upload with your other documents.

Valid for 5 years, but PL requires annual renewal

## Mandated Reporting (ACT126 Certification)

1. Continue **only if** you are volunteering directly with children (ask Volunteer Coordinator if unsure!)
2. Go to: <https://www.reportabusepa.pitt.edu/>
3. Register by creating an account and then log in
4. Click “Access Your Course”
5. You should see “Recognizing and Reporting Child Abuse”
6. Complete the 3-hour online course . You can save your progress and go back to it, it does not have to be done in one sitting!
7. Save your certificate at the end as a PDF to upload with your other documents.

Valid for 5 years