

Volunteer Enrollment Steps Checklist

Thank you for taking the steps to Defend the Potential of a child in the Lehigh Valley! Below you will find directions on how to obtain the necessary items for your volunteer application. If you have any questions or concerns, please do not hesitate to contact us.

Our goal is for all volunteers to complete their enrollment process within 60 days of their volunteer interview.

Child Abuse History Clearance

This clearance can be completed online and is free of charge for volunteers. In order to complete this clearance, please visit the following website:

<https://www.compass.state.pa.us/CWIS/Public/Home>

***Please note, this website is not mobile friendly, and needs to be completed on a laptop or desktop computer. ***

If you have previously requested this clearance for another volunteer organization or job, you will need to login using the login and password you previously created.

1. Click on "Individual Login" and then click "Access My Clearances."
2. Click "continue" and then enter your username and password. If you cannot remember your password, click on "Forgot Password" to retrieve.
3. Enter your username and password.
4. Click on "Create Clearance Application" and follow all steps to process the clearance.
5. The clearance may take several days to process. After the clearance has processed, you will need to log back and download the results page. Please email this results page to the BBBSLV staff member who completed your interview or bbbs@bbbslv.org.

If you have never requested this clearance before, follow the steps below to obtain.

1. Click on "create individual account" in order to create a login.
2. Once you have created a login, you will need to sign in, accept terms and conditions and then select "create a clearance application".
3. After you select "create a clearance application", follow all steps to process the clearance.
4. The clearance may take several days to process. After the clearance has processed, you will need to log back and download the results page. Please email this results page to the BBBSLV staff member who completed your interview or bbbs@bbbslv.org.



FBI Fingerprint Clearance

To register for fingerprinting to complete your FBI background check, follow these steps:

1. Go to <https://uenroll.identogo.com/>
2. Enter this service code: 1KG6ZJ
3. Click "schedule or manage appointment"
4. Enter all of your information. After you put in your zip code and choose a convenient location. (There are several options in or near Allentown).
5. Choose an appointment time or select "Walk In".
 - a. *Please note that appointment times often book out several weeks in advance, but you can typically be fingerprinted much sooner if you go to the fingerprint site as a "walk-in." Check carefully, as not all places accept "walk-in" appointments.*
6. When you go to get fingerprinted you will be charged \$21.85 which can be paid by credit, debit or money order. Please save your receipt to submit along with your results, as we have a grant that will allow us to reimburse the expense of this clearance.
7. After you receive your results, please send the original document along with your receipt to 41 S. Carlisle St. Allentown PA 18109.
We ask that you please try to schedule this appointment as soon as possible, as it does take a few weeks to receive the results and this clearance is required in order to be matched.



References

- All prospective volunteers will need to provide information for the following references:
 - Spouse/Spousal Equivalent/Significant Other or Family Member
 - Coworker or Employer
 - Friend or other Personal Reference
- Additionally, if you have volunteered or worked at a Youth Serving Organization or with youth in the past 5 years, we will need to complete a reference for each of these experiences. (Examples include: babysitting, volunteering at a camp, working in a school.)
- You can submit the reference information via your online application, or you can email names, phone numbers, and email addresses to the BBBSLV Program Specialist who completed your volunteer interview.



Volunteer Pre-Match Training

1. To log in to The Learning Exchange, visit <https://bbbs.csod.com>. (It is suggested to use Google Chrome as your browser when completing this training for optimal functioning.)
2. Enter your username (your email address) and the temporary password: BiggerTogether1
3. You will be asked to select a new password.
4. Enter your new password and click submit.
5. Complete the "Volunteer Pre-Match Course for Bigs." If it does not show up under "My Learning" simply search for it on the search bar and then launch the training.

The training consists of 12 lessons and takes about 90 minutes to complete. You can take a break and return to the course at any time, and your progress will be saved.



Driver's License & Auto Insurance Verification

- Please take a picture of your current driver's license and auto insurance and email to the BBBSLV staff member who completed your interview or bbbs@bbbslv.org.



For Community Based Mentoring Volunteers Only:

- If your driver's license is not licensed from Pennsylvania, you will need to provide a copy of your driver's history from the state where your driver's license was issued. Consult the DMV for the state where your license was issued for steps on how to obtain your driver's history.