

QUICK GUIDE: DCPS VOLUNTEER CLEARANCE PROCESS *(updated January 2022)*

1) Complete **DCPS Clearance Application** ([click here](#))

Application Type: **Volunteer**

Type of volunteer services: **Before or afterschool program support**

Organization: **Everybody Wins DC**

School/Department Name: **After School Program**

Applications > Add Application

Please complete the District of Columbia Public Schools (DCPS) Employment/Volunteer Clearance Application provided below. This is for identification purposes only and not used for any other reason. * = Required

Please describe your relationship to DCPS.
A DCPS Employee (prospective or current) is someone who has or will receive an offer of employment for a DCPS school or office.
A contractor/program provider is someone who is receiving pay for services provided to DCPS, either independently or through a third party.
A volunteer is someone who is offering services to DCPS schools or offices with no compensation.
An Athletic Coach is someone who provides coaching services to DCPS, either paid or unpaid.
A Student Teacher or Intern is someone who is providing services through an educational or vocational program.

Volunteer

Please select the type of volunteer services you are providing to DCPS *

Before or afterschool program support

Organization (Note: If you do not see your organization listed, please select the "other" option) *

Everybody Wins DC

School/Department Name *

After School Program

Volunteer Information

School Placement Information
Please list the DCPS school or schools where you are confirmed as a volunteer. You may list up to five schools, with one school that you are cleared for all DC public schools. However, we must be able to verify that you have a confirmed placement at the school.

School 1 *

After School Program

Community Based Organization: **Everybody Wins DC**

Point of Contact: **Jennifer McKenzie**

Phone: **202-836-4926**

Email: **jmckenzie@everybodywinsdc.org**

School 5

If applicable, name of Community Based Organization/Program placing you in a DC public school

Everybody Wins DC

Are you a family member of a current DCPS student? *

Point of Contact: Please enter information about either a DC public school or a partner organization so DCPS can confirm your placement.

Name *

Jennifer McKenzie

Phone *

(202) 836-4926 ext.

Email *

jmckenzie@everybodywinsdc.org

Volunteer Statement of Commitment

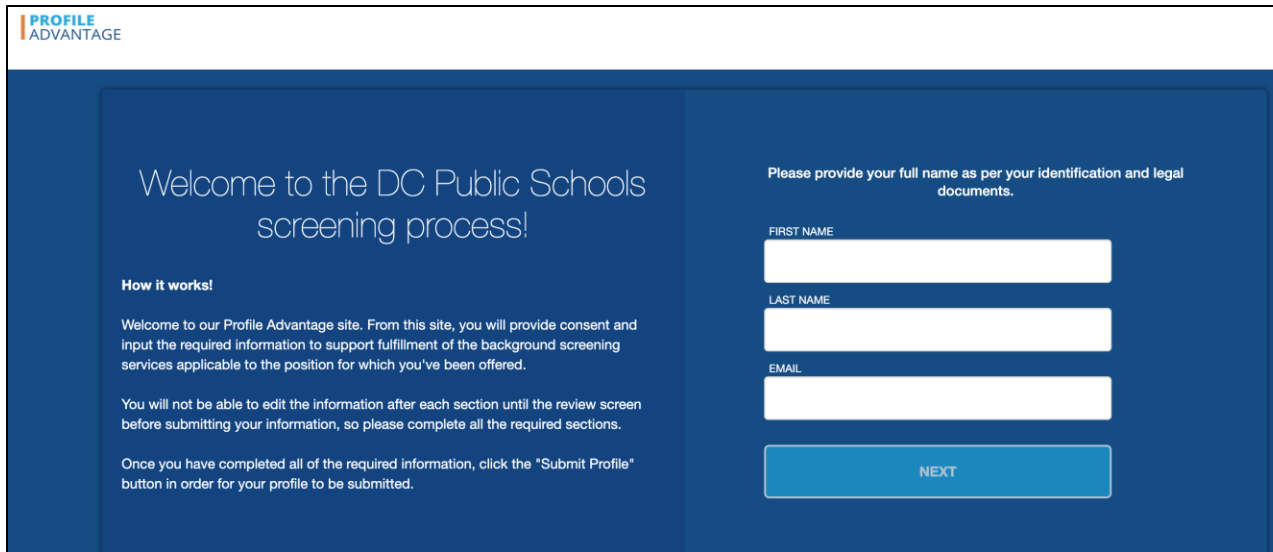
Once application is completed click **Save** on the top right corner to submit

Save & close

Cancel

2) Complete the **Child Protection Register Screening**

- Click [here](#) to access the **First Advantage Profile Advantage** portal (also linked in DCPS clearance application)
- Enter your **name** and email **address**
- You will receive a link from DCPS via email to begin your background screening process through First Advantage
- **Click on the link in your email**, and enter your **email** and a **password**
- You will then be prompted to enter your **personal information**, such as name, address, and SSN
- Electronically **sign** the **Authorization** portion (*use your cursor to sign*)
- Review your information and click **Next**
- Once your profile is complete, **you will receive an email** with the subject "**URGENT Request for Information – Your DISTRICT OF COLUMBIA PUBLIC SC Background Screening**" containing a link to upload your CPR form



PROFILE ADVANTAGE

Welcome to the DC Public Schools screening process!

How it works!

Welcome to our Profile Advantage site. From this site, you will provide consent and input the required information to support fulfillment of the background screening services applicable to the position for which you've been offered.

You will not be able to edit the information after each section until the review screen before submitting your information, so please complete all the required sections.

Once you have completed all of the required information, click the "Submit Profile" button in order for your profile to be submitted.

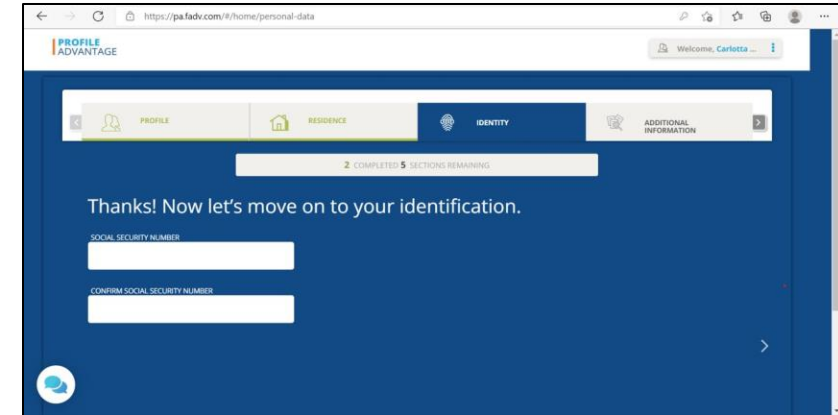
Please provide your full name as per your identification and legal documents.

FIRST NAME
[Text Input Field]

LAST NAME
[Text Input Field]

EMAIL
[Text Input Field]

NEXT



PROFILE ADVANTAGE

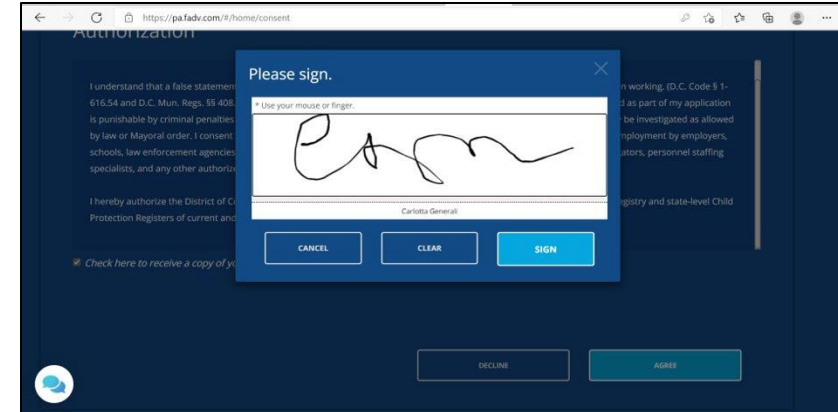
Welcome, Carlotta ...

2 COMPLETED 5 SECTIONS REMAINING

Thanks! Now let's move on to your identification.

SOCIAL SECURITY NUMBER
[Text Input Field]

CONFIRM SOCIAL SECURITY NUMBER
[Text Input Field]



Authorization

Please sign.

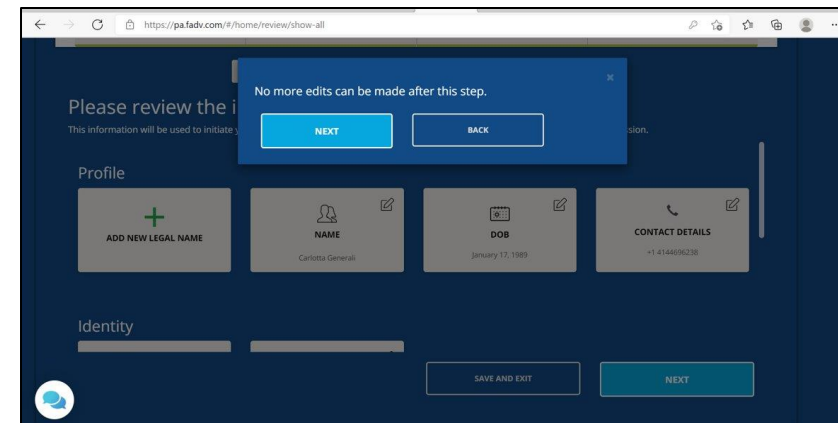
Use your mouse or finger.

[Handwritten Signature]

Carlotta Generali

CANCEL CLEAR SIGN

DECLINE AGREE



Please review the information.

No more edits can be made after this step.

NEXT BACK

Profile

ADD NEW LEGAL NAME

NAME
Carlotta Generali

DOB
January 12, 1989

CONTACT DETAILS
+1 414 692 238

Identity

SAVE AND EXIT NEXT

- Click on the link from the request for information email to access the **First Advantage Enterprise Advantage** portal**
- **Register** by creating a new password, and setting a security question:

The screenshot shows the 'Registration' page of the First Advantage Enterprise Advantage portal. At the top, there is a header with the 'First Advantage' logo and 'Enterprise Advantage' text. Below the header, a blue bar contains the word 'Registration'. The main content area has a light gray background and contains a registration form. The form includes fields for 'Email Address', 'New Password', 'Retype New Password', 'Security Question' (with a dropdown arrow), and 'Answer'. A message above the form states: 'Please create a password and security question. You will need to reference your email address and password when returning to this site.'

***Do not delete the email containing this link: If there is an error, missing info, or a problem with your CPR form, you will receive an email within 48 hours from First Advantage. You will need to go back to the original link you received via email. Using that link, you will see a list of the errors to correct on your CPR form. You will then be able to resubmit your documentation.*

Tab 1: Subject

- Your personal information has been auto filled from your First Advantage Profile
- At the bottom of this tab, please fill in your Government ID information (you will need a copy of the front of this document)

- You will see three tabs at the top of the page **Subject**, **Document Upload**, and **Summary**:

The screenshot shows the top of the First Advantage portal. On the left, there is a 'Requested Information' section with a 'Document Upload' button and a 'Child Abuse Registry-DC-Request Form' link. On the right, there are three tabs: 'Subject', 'Document Upload', and 'Summary'. The 'Subject' tab is highlighted with a blue box. Below the tabs, there is a 'Subject' icon and a 'Personal Details' section.

The screenshot shows the 'Identification' form. It has a gray header with the word 'Identification' and a blue icon. The form contains several fields: 'Social Security Number' and 'Confirm Social Security Number' (both with red asterisks and blacked-out text), 'Government ID Issued By' (a dropdown menu with 'UNITED STATES' selected), 'Document Type' (a dropdown menu with 'Driver's License' selected), and 'Government ID Number' (a text field). At the bottom right, there are 'Remove' and 'Done' buttons. At the bottom center, there is an 'Add Another' button.

Tab 2: Document Upload

- After filling in the **Subject** tab, click on **Document Upload**
- Check the box on the left** to select the CPR form and click on **Blank Form** on the right—this action will download the CPR form to your computer



Document Actions: Select One

Select One

Upload

View

Delete

Select

Document

File Name

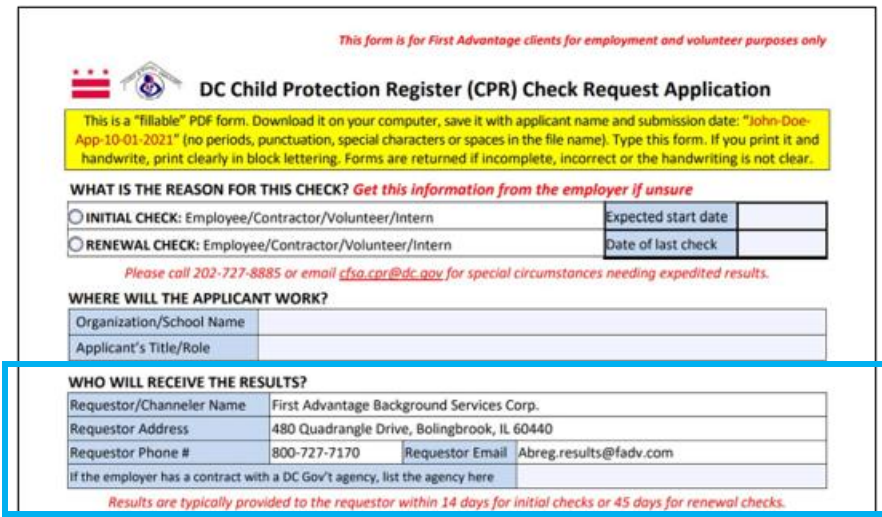
Component, Country Name

Child Abuse Registry-DC-Request Form

Instructions

Blank Form

- Complete the form without changing the portion "who will receive the results?"
- Please Note:* If you have no previous names, please type "N/A" in the space



This form is for First Advantage clients for employment and volunteer purposes only

DC Child Protection Register (CPR) Check Request Application

This is a "fillable" PDF form. Download it on your computer, save it with applicant name and submission date: "John-Doe-App-10-01-2021" (no periods, punctuation, special characters or spaces in the file name). Type this form. If you print it and handwrite, print clearly in block lettering. Forms are returned if incomplete, incorrect or the handwriting is not clear.

WHAT IS THE REASON FOR THIS CHECK? Get this information from the employer if unsure

☐ INITIAL CHECK: Employee/Contractor/Volunteer/Intern Expected start date

☐ RENEWAL CHECK: Employee/Contractor/Volunteer/Intern Date of last check

Please call 202-727-8885 or email cfsa.cpr@dc.gov for special circumstances needing expedited results.

WHERE WILL THE APPLICANT WORK?

Organization/School Name

Applicant's Title/Role

WHO WILL RECEIVE THE RESULTS?

Requestor/Channeler Name First Advantage Background Services Corp.

Requestor Address 480 Quadrangle Drive, Bolingbrook, IL 60440

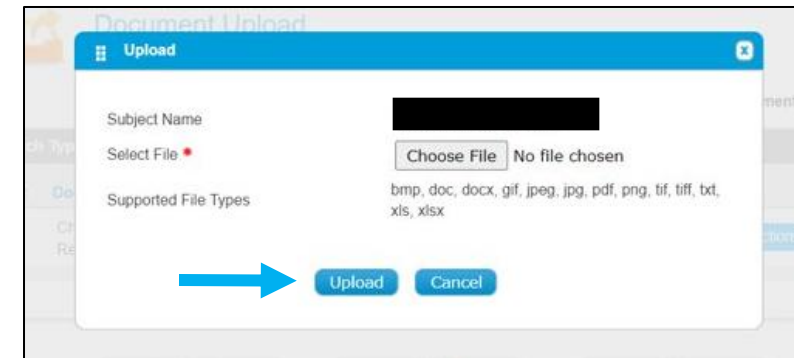
Requestor Phone # 800-727-7170 Requestor Email Abreg.results@fadv.com

If the employer has a contract with a DC Gov't agency, list the agency here

Results are typically provided to the requestor within 14 days for initial checks or 45 days for renewal checks.

- Print your completed application and sign it
- Scan your signed application and save it with the following file naming conventions:
firstname-lastname-document-submission-date (John-Doe-App-10-15-2021)

- Save a copy of your government issues ID with the following naming conventions:
firstname-lastname-document-submission-date (John-Doe-ID-10-15-2021)
- You can either upload the files separately or combine the two files into one (you can use Adobe or [a free online tool like this one](#))
Name the new file with the following file naming conventions:
firstname-lastname-document-submission-date (John-Doe-App-ID-12-15-2021)
- Return to the **Document Upload** tab, check the box on the right and click **Upload** in the document actions drop down list on the top right
- Upload your CPR form and ID by selecting your files and clicking **Upload**



Document Upload

Upload

Subject Name

Select File

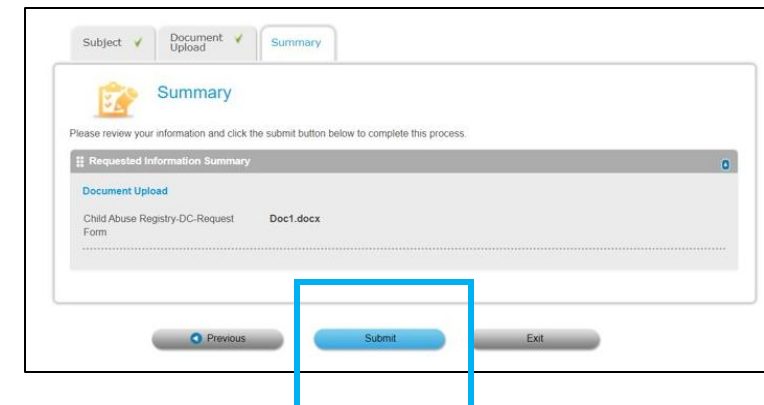
Choose File No file chosen

Supported File Types bmp, doc, docx, gif, jpeg, jpg, pdf, png, tif, tiff, txt, xls, xlsx

Upload Cancel

Tab 3: Summary

- Move to the "Summary" tab and click "Submit" to add text



Subject Document Upload Summary

Summary

Please review your information and click the submit button below to complete this process.

Requested Information Summary

Document Upload

Child Abuse Registry-DC-Request Form Doc1.docx

Previous Submit Exit

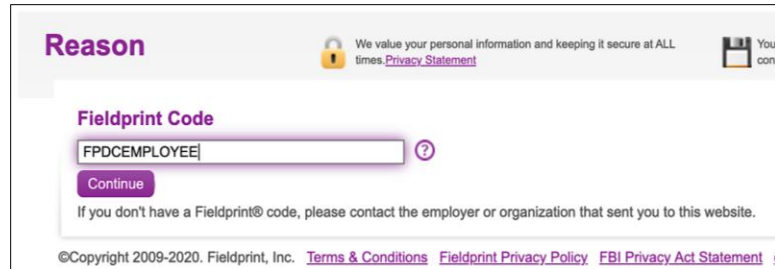
3) Schedule a **Fieldprint Fingerprinting Appointment**

You will receive [a link to schedule your Fieldprint appointment](#) via email, upon submitting your DPCS Clearance Application

Click **Schedule an Appointment** on the right side of the screen. Enter an email address under **New Users/Sign Up** and click the **Sign Up** button. Follow the instructions for creating a Password and Security Question and then click **Sign Up and Continue**.

Reason

Fieldprint Code: **FPDCEMPOLOYEE**

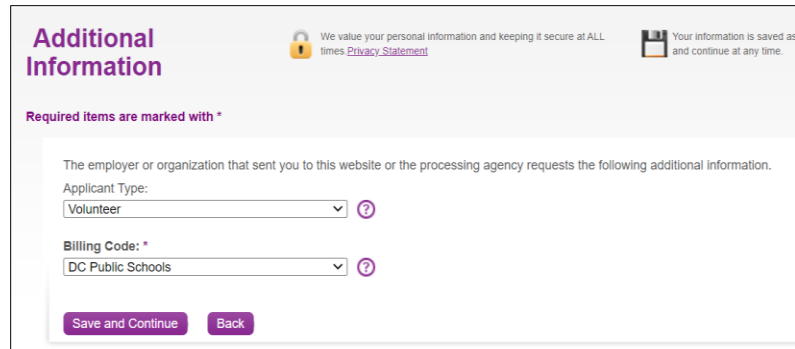


The 'Reason' registration step features a purple header with the title 'Reason'. Below the header, there is a lock icon and a privacy statement: 'We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)'. A 'Your content' icon is also present. The main form area has a purple title 'Fieldprint Code' and a text input field containing 'FPDCEMPOLOYEE'. A purple 'Continue' button is below the input field. A note states: 'If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.' At the bottom, there is a copyright notice '©Copyright 2009-2020. Fieldprint, Inc.' and links for 'Terms & Conditions', 'Fieldprint Privacy Policy', and 'FBI Privacy Act Statement'.

Additional Information

Applicant Type: **Volunteer**

Billing Code: **DC Public Schools**



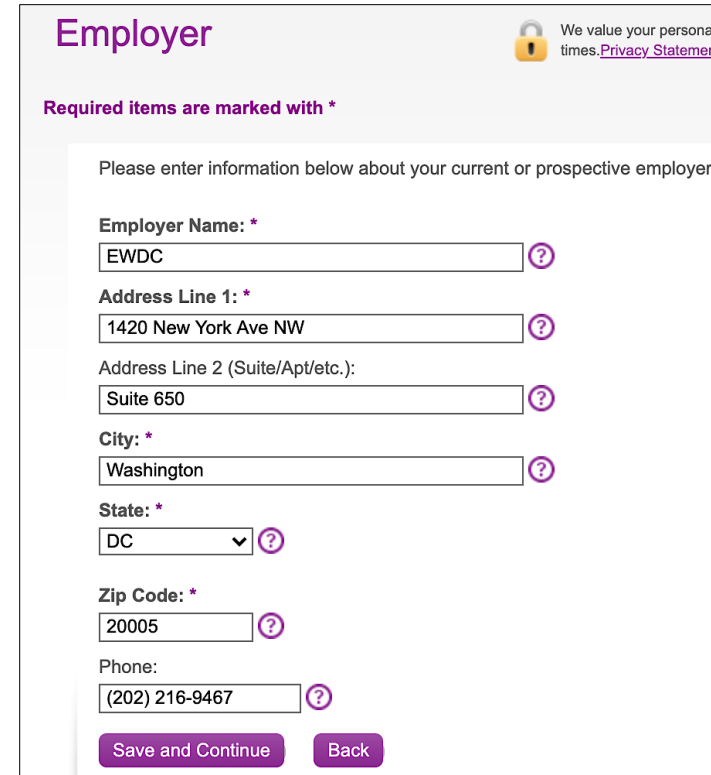
The 'Additional Information' registration step has a purple header with the title 'Additional Information'. It includes a lock icon and a privacy statement: 'We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)'. A note on the right says 'Your information is saved as and continue at any time.' Below the header, a message states: 'The employer or organization that sent you to this website or the processing agency requests the following additional information.' The form contains two dropdown menus: 'Applicant Type:' with 'Volunteer' selected, and 'Billing Code: *' with 'DC Public Schools' selected. Both dropdowns have a purple question mark icon. At the bottom, there are 'Save and Continue' and 'Back' buttons.

Employer

Employer Name: **Everybody Wins DC**

Address: **1420 New York Ave NW, Suite 650, Washington, DC 20005**

Phone: **(202) 216-9467**



The 'Employer' registration step has a purple header with the title 'Employer'. It includes a lock icon and a privacy statement: 'We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)'. Below the header, a message states: 'Please enter information below about your current or prospective employer, Required items are marked with *'. The form contains several fields: 'Employer Name: *' with 'EWDC', 'Address Line 1: *' with '1420 New York Ave NW', 'Address Line 2 (Suite/Apt/etc.):' with 'Suite 650', 'City: *' with 'Washington', 'State: *' with a dropdown menu showing 'DC', 'Zip Code: *' with '20005', and 'Phone:' with '(202) 216-9467'. Each field has a purple question mark icon. At the bottom, there are 'Save and Continue' and 'Back' buttons.

Once registration is completed, schedule your appointment at a Fieldprint location of your choosing. Bring **two forms of ID** to your fingerprinting appointment. *You will receive a confirmation email outlining which forms of ID are accepted.*

For any questions, please contact EWDC Volunteer and Partnership Manager:

Jennifer McKenzie

jmckenzie@everybodywinsdc.org

(202) 836-4926