

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 a secure application, 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 of a contractor/program provider is someone who is receiving pay for services provided to DCPS, either independently or through 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 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**

The screenshot shows the 'PROFILE ADVANTAGE' logo at the top left. The main heading reads 'Welcome to the DC Public Schools screening process!'. Below this, there is a 'How it works!' section with two paragraphs of text. To the right, there is a form titled 'Please provide your full name as per your identification and legal documents.' with input fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL', and a 'NEXT' button at the bottom.

The screenshot shows the 'PROFILE ADVANTAGE' portal with a progress bar indicating '2 COMPLETED 5 SECTIONS REMAINING'. The current step is 'IDENTITY'. The page says 'Thanks! Now let's move on to your identification.' and has two input fields: 'SOCIAL SECURITY NUMBER' and 'CONFIRM SOCIAL SECURITY NUMBER'.

The screenshot shows the 'AUTHORIZATION' step. A 'Please sign.' dialog box is open, prompting the user to 'Use your mouse or finger' to sign. The background text includes a disclaimer about false statements and a consent statement. There are 'CANCEL', 'CLEAR', and 'SIGN' buttons in the dialog, and 'DECLINE' and 'AGREE' buttons at the bottom of the page.

The screenshot shows the 'Please review the information' step. A dialog box says 'No more edits can be made after this step.' with 'NEXT' and 'BACK' buttons. Below, there is a 'Profile' section with four cards: 'ADD NEW LEGAL NAME', 'NAME' (Carlotta Generali), 'DOB' (January 17, 1989), and 'CONTACT DETAILS' (+1-41-44696238). There is also an 'Identity' section with input fields and 'SAVE AND EXIT' and 'NEXT' buttons at the bottom.

- 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:

***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:**

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



- 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?

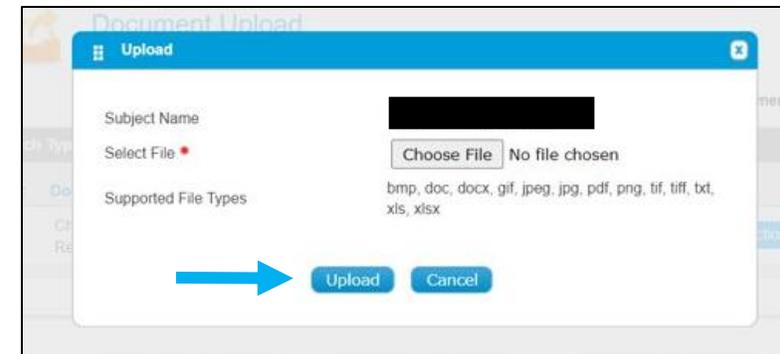
Requestor/Channeler Name	First Advantage Background Services Corp.
Requestor Address	480 Quadrangle Drive, Bolingbrook, IL 60440
Requestor Phone #	800-727-7170
Requestor Email	Abreg.results@fadv.com

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.

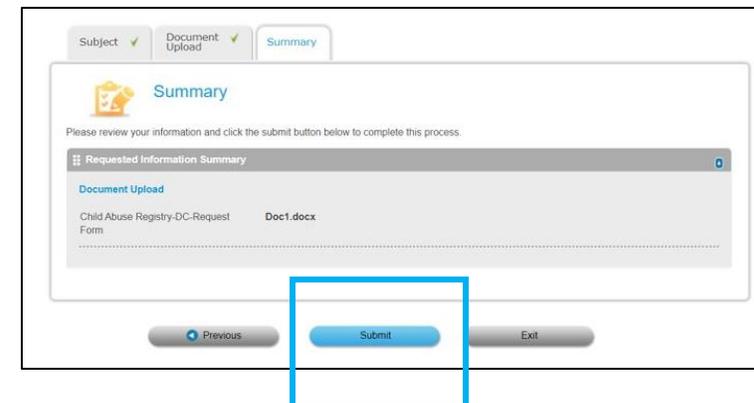
- Print your completed application and sign it
- Scan your signed application and save it with the following file naming conventions:
firstname-lastname-document-submission-date (John-Doe-App-10-15-2021)

- 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**



Tab 3: Summary

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



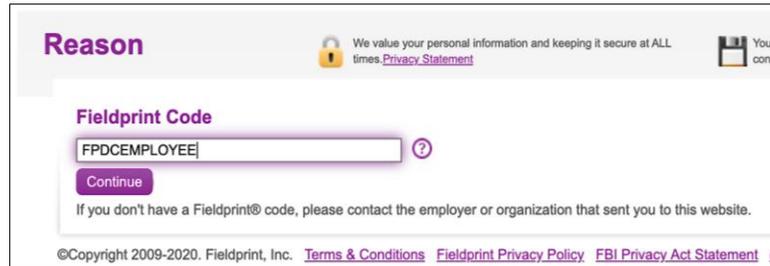
3) Schedule a **Fieldprint Fingerprinting Appointment**

You will receive [a link to schedule you 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

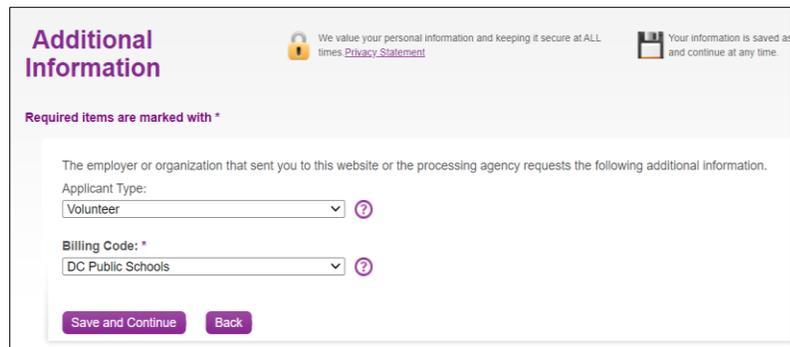
Fieldprint Code: **FPDCEMPLOYEE**



Additional Information

Applicant Type: **Volunteer**

Billing Code: **DC Public Schools**

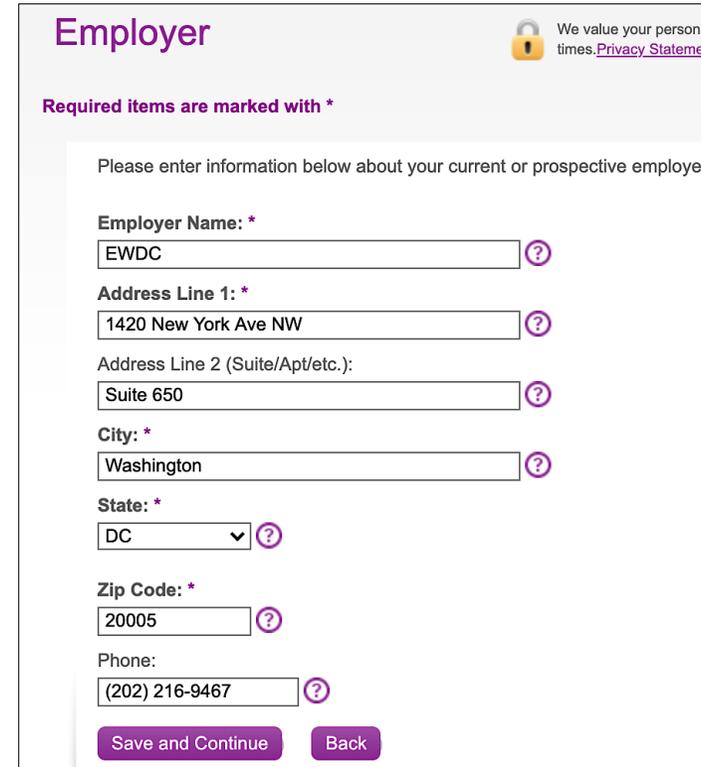


Employer

Employer Name: **Everybody Wins DC**

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

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



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