



BECOMING A POWER READERS MENTOR: VOLUNTEER CLEARANCE GUIDE (PY25-26)

The Power Readers program matches elementary school students with volunteers from the community to read together an hour a week at school during students' lunch hours. To participate in the program, all mentors must complete the volunteer clearance process for the school district in which they plan to volunteer.

To assist our mentors, EWDC has prepared the following guide for how to obtain a volunteer clearance for each of the three jurisdictions we serve. Please note that the process is external to EWDC and therefore is subject to change without giving notification to EWDC or our volunteers. For questions or assistance, please email EWDC at volunteers@everybodywinsdc.org.

ARLINGTON COUNTY SCHOOLS CLEARANCE

If you plan to mentor a student who attends school in Arlington, VA, you must obtain clearance from the Arlington County Schools (APS). The APS process includes completing an online application and watching the Safe Schools Sexual Misconduct training video. APS usually reviews and approves clearance applications within 2 weeks of submission. Once approved, the clearance is valid for 3 years.

Application Guide:

STEP 1: Fill out the online [APS Volunteer Application](#). This process should take approximately 5-7 minutes and includes a safety check that screens volunteers against sex offender registries.

As an EWDC volunteer, here is how to answer some of the questions in the application:

- When asked for Affiliation, select **OTHER**
- When asked if you have completed the Sexual Misconduct Training, select:
 - o **NO** if you have never completed the training or the last time was before June 2021
 - o **YES** if you completed the training sometime after June 2021
- For your School Preferences, select **INNOVATION ELEMENTARY SCHOOL**
- For Functions, select **PARTNER VOLUNTEER**
- When asked for the name of the organization on behalf of which you are volunteering, select **NONE** (since EWDC only partners with one Arlington County School, we are not listed on the application)

STEP 2: Once you submit your application, you will be emailed a link to complete the online Safe Schools Sexual Misconduct training from APS. Please check your spam folder! The online training will take approximately 30 minutes. ***Once finished, download the certificate of completion or take a screenshot.*** You will need this to submit to EWDC. **If you do not receive your training link within 2 weeks, please reach out to dawn.smith@apsva.us.**

STEP 3: Email the certificate of completion to EWDC at volunteers@everybodywinsdc.org. **APS does not send EWDC a copy of the certificates; you must provide it to us directly.**

Once EWDC has the certificate on file, you are eligible to be matched with a Power Readers student.



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DCPS CLEARANCE

If you plan to mentor a student that attends school in DC, you must obtain the required clearance from the DC Public School system. This process includes completing an online application, fingerprinting and mandated reporter training (website update forthcoming). In some cases, a federal clearance can be used to satisfy the fingerprinting requirement.

DCPS approval can take up to 3-4 weeks. Once approved, the clearance is valid for 2 years.

NOTE: Once you have submitted both the DCPS Volunteer Clearance Letter and the Mandated Reporter Training Certificate to EWDC at volunteers@everybodywinsdc.org, you are eligible to be matched with Power Readers students.

Application Guide:

This is a self-guided process. Our team will not be aware of where you are in the application process, nor do we have access to DCPS systems. We will, however, do our best to assist you through the process should you need it.

STEP 1: Complete [DCPS Clearance Application](#). (5-7 minutes completion time)

- Includes criminal background check affirmation and a tuberculous risk assessment
- How to answer some of the questions in the application:
 - **When asked, “Please describe your relationship to DCPS”**
 - Select VOLUNTEER, UNSUPERVISED AND SUPERVISED
 - **When asked to select the type of volunteer services you are providing to DCPS**
 - Select ENRICHMENT PROGRAM SUPPORT
 - **When asked for the School/Department Name**
 - Select AFTER SCHOOL PROGRAM for School (best option since we service multiple schools)
 - **When asked the name of the community-based organization/program**
 - type “Everybody Wins DC”
 - **When asked for the DCPS/Program Point of Contact**
 - use the following: Talia Ford, (202) 308-7351, tford@everybodywinsdc.org
 - **Submit DCPS application**
- **Do you have an active secret or top-secret federal security clearance?**
 - Complete the DCPS application and the [DCPS Federal Security Clearance Verification form](#) in lieu of being fingerprinted with DCPS.
 - Once completed, **scan** and **send** the original signed verification form and a copy of a state issued photo ID to dcps.clearance@k12.dc.gov. If the form meets all requirements, DCPS will process the application and send you a letter confirming your approved clearance status.
 - **EWDC staff DOES NOT receive your confirmation letter.**
 - Please check your SPAM and TRASH folders as they often end up there.



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STEP 2: Schedule your fingerprint appointment (be patient, this will be a bit repetitive)

- After you submit your DCPS application, you will receive a separate email (usually within 1-3 business days) with a link to **create a Truescreen account** to schedule your fingerprinting appointment.
- After **creating a Truescreen account**, you will be prompted to submit online forms (this is the repetitive portion).
- After successfully completing your forms, Truescreen will give you a **unique DCPS appointment code**, which will be **at the end of the submission page**, to schedule your fingerprinting appointment. **Only YOU, the applicant, has access to the code.**
- The email will come from applicationstation@truescreen.com, please ensure you add this email address to your email provider's safe senders list
- You **must use** the unique DCPS appointment **code** to set up your fingerprinting appointment.
- After you complete the required fingerprinting, DCPS will process the application and send you a letter confirming your approved clearance status.
 - **EWDC staff DOES NOT receive your confirmation letter.**
 - **Please check your SPAM and TRASH folders as they often end up there.**
- If you are a returning volunteer, renewing your clearance and you've forgotten your Truescreen login information, please use the 'forgot password' and 'forgot username' to reclaim your account. Your username is the email address used when you signed into the account.

STEP 3: Submit your DCPS Clearance Letter to EWDC

- Send you DCPS clearance letter to volunteers@everybodywinsdc.org.
 - **EWDC staff DOES NOT receive your confirmation letter.**
 - **Please check your SPAM and TRASH folders as they often end up there.**
 - Your clearance letter will come from: no-reply@dcpsclearance.gov.
 - ***If you do not receive your clearance letter within 2 weeks of submission, please reach out to dcps.clearance@k12.dc.gov.***

STEP 4: Complete the Mandated Reporter Training

- The website says it takes about 2 hours but should really only take 30-45 minutes.
- How to answer some of the questions in the training:
 - When asked about your **employment**, select **"other"**
 - When asked about the **category of employment**, select **"Everybody Wins DC"**
 - When asked to identify your **mandated reporter role**, select **"other"**
 - When asked to identify your **other mandated reporter role**, select **"volunteer"**
- **IMPORTANT:** Save a copy of your completion certificate. You can either send your certificate to volunteers@everybodywinsdc.org or have CFSA send it to volunteers@everybodywinsdc.org.



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MONTGOMERY COUNTY PUBLIC SCHOOLS CLEARANCE

If you plan to mentor a student that attends school in Montgomery County, you need to obtain a clearance from the Montgomery County Public School system. This process includes completing online training. Please note that there is a separate application form on the website for volunteers. However, EWDC volunteers have not been asked to complete this as part of their volunteer clearance. We will let volunteers know if this process changes.

Application Guide:

STEP 1: Click on the training link for “[Online Training for Volunteers and Contractors](#)” This should allow you to select different training courses by school year.

STEP 2: Select the training for SY2025-226 and click “enroll now”. If you don’t already have an account, you will be asked to create a new account with your name and email address. This will generate an email for you to complete the registration, set up your password, and enroll in the training. If you already have an account, you can log in to complete enrollment.

STEP 3: Complete the training: *Volunteer Recognizing and Reporting Child Abuse and Neglect*. The training should take approximately 30 minutes. Once completed, you will receive a grade. Please download your grade report or take a screenshot that shows your score. *Volunteers need to score 100% to be clear to read with a student.*

STEP 4: Email a copy of your grade to EWDC at volunteers@everybodywinsdc.org. **MCPS does not send EWDC training results; you must provide it to us directly.**

Once EWDC has the score on file, you are eligible to be matched with a Power Readers student.