



## **BECOMING A POWER READERS MENTOR: CLEARANCE GUIDE**

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](mailto: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](mailto:volunteers@everybodywinsdc.org). Once EWDC has the certificate on file, you are eligible to be matched with a Power Readers student. **APS does not send EWDC a copy of the certificates; you must provide it to us directly.**



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### **DCPS CLEARANCE**

If you plan to mentor a student that attends school in DC, you must obtain a clearance from the DC Public School system. This process includes completing an online application and fingerprinting. In some cases, a federal clearance can be used to satisfy the fingerprinting requirement; If this is you, please send [this](#) completed form to the volunteers email (please still submit a DCPS volunteer application). DCPS strongly encourages volunteers who work with children to complete the Mandated Reporter Training. However, it is optional.

DCPS can take up to 1-2 weeks to approve volunteer clearance applications. Once approved, the clearance is valid for 2 years.

### **DCPS MANDATED REPORTER TRAINING**

DCPS strongly suggests volunteers complete the Mandated Reporter Training as part of their clearance responsibilities, but it is not required. The [Mandated Reporter Training](#) website says it takes about 2 hours but should really only take 30-45 minutes. **You can either send your PDF certificate to [volunteers@everybodywinsdc.org](mailto:volunteers@everybodywinsdc.org) OR have CFSA send it to the volunteer's email.**

#### **Quick Tip:**

Under Employment:

- Category of employment: **Other**
- Other Employer Category: **Everybody Wins DC**
- Identify your mandated reporter role: **Other**
- Other mandated reporter role: **Volunteer**

#### **Application Guide:**

**STEP 1:** Fill out the online [DCPS Clearance Application](#). This process should take approximately 5-7 minutes and includes a criminal background check affirmation and a tuberculous risk assessment (only those individuals who are considered a risk based on the assessment are required to get a TB test as part of the clearance process).

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

- When asked "Please describe your relationship to DCPS", please select **VOLUNTEER, UNSUPERVISED AND SUPERVISED**
- When asked to select the type of volunteer services you are providing to DCPS, please select **ENRICHMENT PROGRAM SUPPORT**
- When asked for the School/Department Name, please select **AFTER SCHOOL PROGRAM** for School 1 *(Even though we offer programs both during the school day and afterschool, we use this answer as a partner organization that manages program activities across multiple schools.)*
- When asked about the name of the community-based organization/program, please type **"Everybody Wins DC"**
- When asked for the DCPS/ Program Point of Contact Name, Phone, and Email, please use the following:  
*Talia Ford, (202) 308-7351, [tford@everybodywinsdc.org](mailto:tford@everybodywinsdc.org)*

**STEP 2:** Once you submit your application, you will receive a **separate** email with a link to instructions to create



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an account with Truescreen (**please allow 1-3 business days**). After creating an account, you will be prompted to submit online forms. After successfully completing your forms, they will give you a unique code (at the end of the submission page) to schedule your fingerprinting appointment. **You must use the DCPS appointment code provided within those instructions to complete this process.** After you complete the required fingerprinting, DCPS will process the complete application and send you a letter confirming your approved clearance status.

**\*\*If you are a continuing volunteer that is renewing your clearance and you've forgotten your Truescreen login information please use the necessary 'forgot password' and 'forgot username' to reclaim your account. EWDC staff are NOT able to get that information for you.**

*NOTE: If you have an active secret or top-secret federal security clearance, you can complete the [Federal Security Clearance Verification letter](#) in lieu of being fingerprinted with DCPS (you still need to complete the DCPS application). 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](mailto: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.*

In some cases, a federal clearance may be used in place of certain requirements. If you have a valid clearance that will expire during the Power Readers program year, you will need to renew your clearance before the expiration date to continue reading with your student.

**STEP 3:** Email a PDF of your DCPS clearance letter to EWDC at [volunteers@everybodywinsdc.org](mailto:volunteers@everybodywinsdc.org). **DCPS does not send EWDC copies of the clearance letters; you must provide them to us directly.** Your clearance letter will come from: **no-reply@dcpsc Clearance.gov**. Once EWDC has the letter on file, you are eligible to be matched with a Power Readers student (pending on availability).

**Step 4:** Complete the Mandated Reporter Training (not Required) and send it to [volunteers@everybodywinsdc.org](mailto:volunteers@everybodywinsdc.org)

**\*\*If you do not receive your clearance letter within 2 weeks of submission, please reach out to [dcps.clearance@k12.dc.gov](mailto:dcps.clearance@k12.dc.gov).**

### **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. There is also a separate application form; however, EWDC volunteers have not been asked to complete this as part of their background check. We will let volunteers know if this process changes.

**Application Guide:**



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**STEP 1:** Click on the training link for [“Online Training for Volunteers and Contractors”](#) (note: you might have to click on a second link with the same/similar name to access the training.) This should allow you to select different training courses by school year.

**STEP 2:** Select the training for the year 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](mailto:volunteers@everybodywinsdc.org). Once EWDC has the score on file, you are eligible to be matched with a Power Readers student. **MCPS does not send EWDC training results; you must provide it to us directly.**