

UNPAID INTERN
INSTRUCTIONS FOR MANDATORY CLEARANCES

Please read the instructions carefully regarding the forms that are necessary for your Unpaid Internship position. Unpaid Interns are required to pay for the cost of the mandatory clearances. The three clearances listed below are required to start your internship. Failure to provide the necessary clearances will delay the start of your internship!

The following 3 clearances are required for your WellSpan internship:

1. **PA State Police Criminal Record Report:**

- On-line submission at <https://epatch.state.pa.us/Home.jsp>
- Click on “New Record Check” Volunteers Only to obtain clearance.
- Enter required information to obtain report.

2. **Pennsylvania Department of Human Services Child Abuse History Clearance:**

- On-line submission at <https://www.compass.state.pa.us/CWIS/public/home> .
- Click on **Create Individual Account**; follow the instructions to obtain your clearance.
- When you arrive at the Application Purpose Section, click/enter the following:
 - Volunteer Having Contact with Children
 - Application Purpose = Volunteer
 - Volunteer Category = Other
 - Agency Name = WellSpan Health
- Be sure to enter your social security number! If you do not enter it, there is a guaranteed delay in receiving your clearance due to more investigative work by PA!

3. **FBI Department of Human Services Background Report:**

- On-line submission at <https://uenroll.identogo.com/>
- When enrolling, enter the following service code:
 - Code = 1KG6ZJ
- Click on “Schedule or Manage Appointment” to complete the registration process if submitting fingerprints in-person. After all required information is provided, you can also schedule your fingerprint appointment by clicking on “Schedule Appointment” on the Service Summary screen. Once you have registered, you will receive a confirmation email. Payment will be required at time of service. If you are out of state and not able to submit your fingerprints in person, follow the instructions for submitting a fingerprint card by mail, submitting payment, etc.

NOTE: If you have already obtained any of the clearances listed above for another internship and it will not expire prior to the completion of your internship (valid for 5 years), please provide originals to Volunteer Engagement. We are able to utilize these clearances and you will not be required to order additional clearances.