

2019 Quizzing Certification Instructions

For the 2019 Bible Quizzing Season, all coaches and staff will be required to obtain two or three background certifications before the first quizzing event. (See number 3 if you have lived out of state within the past ten years). All certifications must have been completed since March 18, 2014 to remain valid through the quizzing season.

1. Pennsylvania State Police Request for Criminal Record Check Form (SP4-164)

\$8 for employees, free for volunteers

Online at <https://epatch.state.pa.us/Home.jsp>

Volunteer Organization – ACC Bible Quizzing – use the address and phone number at the bottom of this “letter” with Brook as the requester.

2. Pennsylvania Child Abuse History Form (CY-113)

\$8 for employees, free for volunteers

Online application <https://www.compass.state.pa.us/CWIS>

Log on or create an account, use the temporary password to log into your account.

Request a volunteer certification

3. Federal Bureau of Investigation Fingerprint Record Checks (unless, in the case of a volunteer, you have lived in Pennsylvania for the past ten years)

\$21.35 for volunteers needing this check

Registration must be done online at <https://uenroll.identogo.com/>. The Department of Human Services’ (DHS) service code for Pennsylvania **volunteers** working with children is 1KG6ZJ. The service code for **employees** fourteen (14) years old or older who have direct contact with children is 1KG756. Afterwards, fingerprints must be made at [designated locations](#). Lancaster County locations are 550 S. Reading Road, Ephrata, 10 S. Market Street, Elizabethtown and 601 S. Queen Street, Lancaster.

When the required checks have been completed, volunteers should follow these steps:

1. File a copy of each certification with his/her home congregation (preferred). In the absence of a home congregation, copies may be filed with the ACC office. An employer may be the maintaining organization in the place of a home congregation, if the certification was originally completed for employment. Certifications are valid for five years.
2. Each volunteer should complete the [ACC Youth Events Volunteer Covenant](#) form and send it to the ACC office (new form each year).
3. Each congregation (or employer) should complete the [Youth Event Verification Form for Congregations/Employers](#) and send it to the ACC office (new form each year). To learn more about what constitutes as “child abuse” under Pennsylvania’s Child Protective Services Law or what the duties of a mandated reporter are in the state, view the [ACC resource on the law](#).

Please direct all completed forms and questions to Brook Musselman:

Atlantic Coast Conference
c/o Brook Musselman
2257 Old Philadelphia Pike
Lancaster, PA 17602

brookm@atlanticcoastconference.net
610-463-6225