

## **TRU Advisor Clearances**

Thank you for registering your TRU group with PACT and the American Lung Association in Pennsylvania.

Within this document, please find:

- The types of clearances that are required to become a TRU Advisor
  - Where to locate the clearances and how to obtain them
  - More information about the clearances and why they are important
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### **Required Clearances to become a TRU Advisor**

The American Lung Association is recording TRU Advisor clearances to ensure all Pennsylvania background documentation are current. The ALA is requesting current copies of the following:

- PA State Police Criminal Record Background Check (Act 34 Criminal Record Check)
  - *Valid 5 years from date of issue*
- PA Child Abuse History Clearance
  - *Valid 5 years from date of issue*
- PA Act 31 Mandated Reporter Training Online Certification
  - *Valid 2 years from date of issue*
  - *Renew with 2 hours of approved training*

**\*\*For any questions, please contact Molly Anthony at [molly.anthony@lung.org](mailto:molly.anthony@lung.org).**

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### **The 'How' and 'Where' of obtaining these clearances**

#### **1) Obtaining PA Child Abuse History Clearances**



Go to: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)

- 1) Select the Create Individual Login Account tab and fill in the required information.
- 2) Continue reading through the information until you can access the login page.
- 3) At the top of the page select the create clearances tab. You will accumulate a charge of \$8.00 for running the check.

4) Once finished entering your information, you will receive an email of your clearance if no reports are found. Please print and save a copy for your records.

## **2) Obtaining PA State Police Background Check**

ACT 34 CRIMINAL RECORD CHECK: The Pennsylvania State Police Request for Criminal Records (Act 34).

Fee: \$27.00 by using a credit/debit card.

 Go to internet web-site: <https://epatch.state.pa.us>

- 1) Select "Submit a New Record Check". Read and click "Accept" on the "Terms and Conditions..." page, and follow instructions on web page.
- 2) Applicant should fill in his/her own name and address for the "Record" status request lines.
- 3) If the results are "No Record" you should receive this response immediately. Print out the "Invoice" with a copy of the State seal embedded on the paper.
- 4) If the response is "Request Under Review, or Pending", you must periodically check back with the website until your request is processed. Results of "Record" will be mailed to the applicant and may not be printed.

## **3) Obtaining Act 31 Mandated Reporter Online Training Certification**

 Go to: <https://www.reportabusepa.pitt.edu/>

- 1) After going to the link provided, please select the registration tab at the top left of the page and fill out all information and submit. You will use the information given to you once registered to create login account.
- 2) Once logged in, a course will self-populate titled "rrca-2360: Recognizing and Reporting Child Abuse."
- 3) Select the course and follow instructions to launch the lesson.
- 4) The training will take 3 hours to complete.

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### Why these clearances are important

Any individual who is working or volunteering in a regularly scheduled program, such as TRU, and who come into direct contact with a child due to that program are considered Mandated Reporters and are required to report suspected child abuse through the requirements of Act 31. It is because of that reason that proof of completion of Mandated Reporter training is a requirement for advisors under the TRU Program. These requirements are outlined in detail at <http://keepkidssafe.pa.gov/>.

**Learn more about the Mandated Reporter Training here:**

[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_137646.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_137646.pdf)

**FAQs for Volunteers:**

[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_135249.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_135249.pdf)