

School Program Provider Employee & Volunteer Clearance Process Guidance

Pursuant to DC Official Code § 4-1501.03, any unsupervised adults that have contact with DCPS students must obtain a criminal background check. DCPS assumes that all individuals over 18 years of age providing services with [DCPS School Program Providers](#) may be required to have unsupervised contact with students and, therefore, **requires** all employees and volunteers to follow the steps outlined below:

STEP-BY-STEP TO COMPLETE DCPS CLEARANCE PROCESS:

- 1. Complete and save your DCPS clearance application online in order to begin the DCPS clearance process.** You must complete the online [Clearance Application](#) in one sitting. This application can also be found on the DCPS website at dcps.dc.gov (About DCPS > Human Resources > Fingerprinting & ID Badges).
 - Please allow yourself at least 15 minutes and have all school and program contact information available.
 - In the dropdown menu for the item “Application Type” of the *Volunteer Clearance Application*, please indicate “Volunteer” if you are a volunteer or “Contractor” if you are an employee of a School Program Provider partnering with DCPS.
 - Computers are available at the DCPS central office for individuals to complete this online application on site. That said, it is strongly recommended individuals complete this online application before arriving to the DCPS central office in order to ensure they are fully prepared to complete the in-person requirements.
- 2. Collect documentation to show a negative Tuberculosis (TB) test taken within the last 12 months**
 - DCPS is able to accept negative results from a skin test, chest x-ray or blood test. You must complete your TB test and have a copy of the results prior to being fingerprinted.
 - Those who fail to bring these results to the DCPS Central Office will not be permitted to be fingerprinted, and no exceptions can be made. You only need to submit a valid TB test results once.
- 3. Report to DCPS Central Office (1200 First Street NE, 10th Floor) during operating hours to complete the fingerprinting process:**
 - Operating hours: Monday through Thursday from 8 am to 5 pm and Fridays from 8 am - 3 pm.
 - TB test results must be provided upon reporting to Central Office for fingerprints*. Individuals who fail to produce TB test results from the last 12 months will be denied fingerprinting services. *College/University students who submitted a TB test when enrolling in school can have their health center sign this form: [College/University Student – Request to Waive TB Test](#)

- Bring a state issued photo identification when reporting for fingerprinting. The following forms of identification are accepted: driver's license, non-drivers ID, passport, and military ID. Other forms of identification will not be accepted.
 - If you are not certain of when you were last fingerprinted, email dcps.clearance@dc.gov for your status.
 - Potential volunteers with an active secret or top-secret federal security clearance should complete the federal security clearance verification letter in lieu of being fingerprinted with DCPS. The originally signed verification form, copy of a state issued photo ID and TB test taken within the last 12 months can be dropped off or mailed to: HR Answers Office—10th floor at 1200 First Street, NE, Washington, DC 20002
- 4. Wait 3-10 business days for a clearance letter, indicating cleared fingerprinting results.**
- You will receive a verification email 3-10 business days after being fingerprinted and valid TB results have been submitted. This email will contain your *Clearance Letter*, which is valid for 2 years. Please submit this letter to your trip sponsor as proof of clearance and keep a copy for your records. You are not permitted to volunteer or serve as an employee of a School Program Provider at a school without the *Clearance Letter* from DCPS.
- 5. Submit a copy of your clearance letter to both (A) the School Program Provider with whom you are volunteering or through whom you are employed and (B) the school(s) where you will be working/volunteering.** In addition, all individuals are expected to maintain a copy for your own records.

For additional consideration:

- We recommend starting this clearance process at least 3 weeks in advance of the date when you need the *Clearance Letter*.
- In cases where background checks require follow up, you will receive additional information by mail from the Office of Compliance, usually via postal mail.
- If you need additional assistance, please email dcps.clearance@dc.gov.