DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

DCPS Suitability Screenings One-Pager for Volunteers and Contractors

This resource provides prospective DCPS volunteers and contractors guidance on the required suitability screenings individuals must complete prior to providing services to DCPS students, schools, or offices. Below are the types of screenings DCPS requires, as well as the average completion time per screening.

We recommend individuals allocate an average of three weeks (15 business days) to complete all screening processes.

Questions regarding these screenings can be directed to the DCPS Clearance team at dcps.clearance@k12.dc.gov.

Fingerprinting

- DCPS will continue to use FieldPrint for remote fingerprinting services for the foreseeable future. Guidance on scheduling a FieldPrint appointment is included in the separate "FieldPrint Appointment Instructions" document.
- Prior to scheduling and completing a fingerprinting appointment, individuals must submit a DCPS Clearance Application. Failure to do so will prevent the individual from satisfying this requirement.
- Completion of the fingerprinting process provides DCPS with a comprehensive federal (FBI) criminal history report.
- DCPS does not accept fingerprinting images or reports from any outside entity.

   Average completion time: 3-5 business days

TB Risk Assessment

- When completing the DCPS Clearance Application prior to a fingerprinting appointment (see above), individuals will complete a TB Risk Assessment Screening (embedded within the application), which will ask questions regarding travel history, TB testing history, and possible TB virus exposure.
- Based on responses to these questions, the assessment will either satisfy the TB screening requirement, or the individual will be directed to complete a TB test.
- Those whose risk assessment indicates that they must complete a TB test must send test results to the DCPS Clearance team to move forward in the clearance process. DCPS accepts negative skin or blood tests taken, or a clear x-ray analysis issued, within the last 12 months.

   Average completion time: 0-TBD* business days
   *Depending on length of time for candidate to supply TB test or chest x-ray, if directed

Child Protection Register (CPR) Screening

- Linked within the DCPS Clearance Application is the First Advantage (FADV) application portal. FADV is DCPS's vendor to obtain Child Protection Register (CPR) results from the DC Child and Family Services Agency (CFSA) from current and prior states of residence for all clearance candidates.
- Once you access the portal link, you will be provided instructions to create an account with FADV.
- After completion of this action step, immediately you will be sent an email with instructions to complete the CPR application submission process for each state of current and past residence.
- The CPR check will provide DCPS with reports of any allegations and/or investigations of child abuse and/or neglect.

   Average completion time: 14 calendar days

National Sex Offender Registry (SOR) Screening

- Linked within the DCPS Clearance Application is the First Advantage (FADV) application portal. FADV is DCPS's vendor to obtain National Sex Offender Registry (SOR) results.
- Once you access the portal link, you will be provided instructions to create an account with FADV.
- After completion of this action step, immediately you will be sent an email with instructions to complete the SOR screening process.
- This check will provide DCPS with reports of any allegations and/or investigations of sexual misconduct.

   Average completion time: 3-5 business days

Drug and Alcohol Testing (Contractors Only)

- All contractors must complete and pass a drug and alcohol screening. Contractors will be identified based on the responses embedded within the DCPS Clearance Application and provided next steps to complete this requirement through the application accordingly
- Contractors are defined as any individual who receives pay for their services to DCPS, either from DCPS or their employing partner organization.
- Drug screenings run for contractors will not include marijuana.
- Linked within the DCPS Clearance Application is a MDAT Drug Test link that each required individual must access and complete to begin the process to schedule their drug test.
- In approximately two to four business days of submitting the information, the contractor will receive an email from OTSWebApp@labcorp.com with instructions to complete their drug screening test.
- The link will provide them with the option to select a lab near their current location. Once their test is scheduled, the contractor will receive a confirmation which they must bring (printed or electronically) to the appointment.
- Individuals have 15 calendar days from the time the link is provided to complete the test.
- DCPS may accept drug and alcohol reports from any outside entity, but it must match the four-panel test run by DCPS for contractors (opiates, amphetamines, phencyclidine (PCP), and cocaine). If a contractor has such a test, they should email a copy of the results to the MDAT team at dcps.mdat@k12.dc.gov for review and determination if sufficient.

- Contractors who are participants in a certified Medical Marijuana Program must submit a copy of their medical marijuana card to the MDAT team at dcps.mdat@k12.dc.gov prior to taking the test. These individuals will be required to enter into confidential medical marijuana agreements with DCPS acknowledging their participation in the program and their agreement that any use of marijuana will be in accordance with the guidelines of their medical marijuana program.

  Average completion time: 10-15 business days, with variance based on appointment date