

DCPS CLEARANCE INSTRUCTIONS



Honey W. Nashman Center
for Civic Engagement
and Public Service



DCPS Background Check Information

In order to work with youth in DC public schools, you are **required** to complete a background check that involves two steps outlined below. This background check will remain active for 2 years and can be used for other DCPS volunteer opportunities. **If you currently have an active DCPS background check clearance, you can email the clearance letter to the Nashman Center's inbox (gwserves@gwu.edu).**

Steps to Completing the Clearance Process (DO STEPS IN ORDER)

Step 1: [Submit a DCPS Clearance Application](#)

- **Complete this application on a computer or laptop only.** This Application includes the Criminal Background Check AND the Sex Offender Registry Check
- To get started, click the green button, "Submit a Clearance Application."
- For "**Your Relationship to DCPS**," select "Volunteer, Supervised" from the drop-down menu.
- For "**Type of Volunteer Services**," select "Enrichment Program Support" from the drop-down menu.
- For "**School/Department Name**," select your DCPS school placement. If you are unsure of your school placement, please email gwserves@gwu.edu for directions.
- For "**Point of Contact Information**", provide the following:
 - **Name:** Amy Cohen | **Phone:** 202-994-9900 | **Email:** abcohen@gwu.edu
- If you are an international student, use "9999" when asked for the last 4 digits of your Social Security Number (SSN).
- If you are under 18, you need to complete an additional form, please email gwserves@gwu.edu to receive this.
- The application questions will screen for a **Tuberculosis Risk Assessment**. Based on your answers, you may be required to provide a negative TB test or show proof of a TB vaccination (typically given to individuals born outside of the USA). If you are notified that you need verification of a negative TB test, please reference the following:
 - You can get a TB test at the Colonial Health Center (covered by The GW Student Health Insurance Plan, or \$20 without) or at a local doctor's office or pharmacy clinic, where the TB test is typically covered in full when using your own health insurance. The Nashman Center can provide a TB voucher for eligible students.

- Please note we will provide vouchers for the standard TB test but NOT blood work or chest x-rays.

Step 2: [Application Station](#)

- To view a video resource of Application Station and completely the process, please click [here](#).
- Within 1-2 business days after submitting the DCPS Clearance Application, you will receive an email from applicationstation@truescreen.com to complete online forms required for your clearance process. Please complete those forms and submit them on Application Station.
 - o **NOTE:** You will need to sign a blanket disclosure authorizing a background screening for employment purposes. This is a standard disclosure used across multiple variation of screenings that may be conducted and states a credit check may be run as part of the general consent procedures. **But please note, for your position, the background check does not include a credit check.**
- Schedule and complete a FieldPrint fingerprinting appointment. Using the unique code and instructions provided on Application Station, you can schedule your FieldPrint appointment.
 - o Visit: <https://schedule.fieldprint.com>
 - o At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
 - **If you fail to attend your appointment or reschedule your appointment at least 24 hours in advance, you may delay your start date. Please reschedule your appointment at least 24 hours in advance if you need to cancel it for any reason.*
- A Sex Offender Registry (SOR) check will be automatically run after you submit your Application Station Forms.

Step 3: (If necessary - See Below) Complete TB test and submit to DCPS

- 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.

Further information regarding the clearance process and timelines can be found [here](#).

Please reach out to the DCPS Clearance Team (dcps.clearance@k12.dc.gov) with any questions. Site Managers are unable to see the status of any part of this background check.