

School Volunteers

[CENTRAL CALIFORNIA CONFERENCE]

Frequently Asked Questions

Live Scan Fingerprinting (LS)
Mandated Reporter Training (MRT)

Will Live Scan fingerprinting and Mandated Reporter training be replacing Sterling Volunteers?

Yes! This new procedure entirely replaces the child protection training from Sterling Volunteer and its background screening. All volunteers must still comply with being Live Scan fingerprinted and complete the Mandated Reporter training.

Who will be required to be fingerprinted and trained?

All volunteers who helps out under a Conference employee's direct and/or indirect supervision need to be fingerprinted.

Who does the Central California Conference consider to be a school volunteer?

A volunteer is an unpaid person assisting under the direction of a licensed teacher (or administrator); or under the direct and indirect supervision of a licensed teacher (or administrator). Examples of volunteer assistance include, but are not limited to:

- Classroom support
- Day field trip chaperone
- Overnight field trip chaperone
- After-school program supervisors
- Club Sponsors
- Athletic Coaches

Why does the Conference require school volunteers to be fingerprinted?

Student safety is a top priority, and the Conference wants to take every precaution to ensure children are safe. Additionally, the law requires volunteers to complete child abuse training and undergo a background check under Penal Code Section 11105.3, which includes fingerprinting via live scan.

What do the background checks look for?

Volunteers are held to the same standard as conference employees. Under most circumstances, State law forbids people with convictions for sexual crimes, drug crimes, or severe to violent felonies from being employed by youth service organizations. The Conference extends this policy to cover volunteers who work with minors.

What is the Central California Conference's school volunteer policy?

All potential volunteers must complete a DOJ/FBI fingerprint Live Scan as part of a criminal background check and must receive background clearance.

Upon clearance, these potential volunteers must also complete a two-hour child abuse mandated reporter training at mandatedreportertraining.com and pass the exam.

The certificate of completion must be given to the school. A repeat training will be required every two years by the volunteer.

How will volunteers and churches be notified?

The Conference's Custodian of Records will notify the church site administrator once the live scan fingerprints have cleared.

If clearance is not granted, the volunteer candidate and entity will be notified via email.

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Do former employees need to be fingerprinted?

Yes. When an employee retires or terminates employment from the Conference, the Conference's Custodian of Record is no longer authorized to receive subsequent background information on that employee. Reprinting is required for former employees who wish to volunteer.

Do individuals who have completed Live Scan fingerprinting for another agency, such as another school district, need to re-print?

Yes. Agencies are not permitted to share and/or distribute an individual's background report. Therefore, individuals must reprint, be cleared, and complete the Mandated Reporter training before volunteering, even if another district or agency has granted clearance.

Where will fingerprinting take place?

Various fingerprinting services perform Live Scan. Follow this link for locations:
<https://oag.ca.gov/fingerprints/locations>

Will I have to pay anything?

The cost for live scan fingerprinting varies. The cost is at the volunteer's expense.

How long does it take to get Live Scan results?

Typical results are average within 5-10 working days. However, there are occasions where results are received sooner than 2 days or longer than 30 days.

Who has access to my Live Scan results and background information?

Information in the DOJ/FBI Live Scan report is highly sensitive and confidential and is treated as such. Access to the specific information contained in the report is limited to the Conference's Custodian of Records.

Will volunteers transporting others need to complete the Criminal Justice check?

Yes. Volunteers who drive minors to various activities must be fingerprinted, trained, and complete the auto usage form, which requires drivers to have a valid California Driver's License, appropriate automobile insurance, and a Motor Vehicle Report. Drivers must be at least 21 years of age.

How long is my fingerprint clearance good for?

Volunteers only need to fingerprint one time. Once a volunteer is fingerprinted and receives clearance to volunteer, the Conference's Custodian of Records will continue to receive subsequent background information until otherwise notified.

**For more information, please contact
CCC Custodian of Records at 559.347.3000, ext. 3047.**