



Mentor Clearance Onboarding Checklist

| Clearance | Description | Fee | Time Frame |
|---|--|--|---|
| Online Volunteer Application | Volunteer completes online form and chooses Mentoring volunteer opportunity; includes 3 references on application | | |
| COH Volunteer Orientation | Completes general agency documents | | Orientations held monthly |
| Mentor Interview/Orientation | Mentor meets with Volunteer & Mentor Specialist (VMS) | | Scheduled individually |
| Reference Check | Volunteer & Mentor Specialist checks mentor's 3 references | | |
| Medical Clearance | Negative TB test or Certification of Completion of TB Therapy | Can be done at no cost at COH clinics (or Bread for the City during Marie Reed renovation) | 2 appointments needed |
| Driving Clearance | Signed Mentor Driving Policy (include statement of not driving, if applicable) Copy of Driver's License & Auto Insurance Driving Record for previous 3 years (via Datasource or DMV) | \$3, plus state fee through Datasource (fees varies by state: ranges from \$2-27.50) or can be requested from DMV | Datasource does immediately |
| National Criminal Background Check | Done online through Datasource | \$10 | Done as soon as mentor enters info upon receiving email |
| Child Protective Register Check (CPR) | CPR for previous 5 years (DC & any state of residence); some state forms need to be notarized before submission. CPR reports allegations of child abuse & neglect. | Depends on state | COH submits paperwork May take 2-4 weeks |
| FBI Fingerprints | Can be done at a local police department (\$10-15, plus \$18 for processing) or private agency of your choice (e.g. Metro Lab , \$70) | Done at PD: \$10-15, plus \$18 for processing Metro Lab: \$70 | May take 13-15 weeks Metro Lab: 1-5 days |
| DC Metropolitan Police Department (MPD) Background Check | Can be requested in person at MPD Headquarters or via mailed notarized letter | \$7 cash or money order | 10 business days |
| Trainings | <ul style="list-style-type: none"> • HIPAA video and quiz • Mandated Reporter training | none | Mentor completes online |

- **Mentor pays fee**
- **COH pays fee**
- Zipcar, Car2Go, etc. users submit proof of membership