Suitability Screenings for Contractors and Volunteers

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 3 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.

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

☐ **Step 1**: Submit a DCPS Clearance Application

☐ **Step 2**: Schedule a fingerprinting appointment through FieldPrint

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

☐ **Step 4**: Complete the First Advantage process to submit your information for CPR and SOR checks

☐ **Step 5**: (If necessary - See Below) Schedule drug test here

Timeline

- **Clearance Application** –30mins-1hr
- **Fingerprinting** – 3-5 days
- **TB Test** – 0-TBD* business days
  * Depending on length of time for candidate to supply TB test or chest x-ray, if directed
- **Child Protection Register Screening** – 14 calendar days
- **Sex Offender Register Screening** – 3-5 business days
- **Drug and Alcohol Testing** – 10-15 business days, with variance based on appointment date

Detailed Information

Fingerprinting

☐ **Step 1**: Visit**:** https://schedule.fieldprint.com

☐ **Step 2**: Click "Schedule an Appointment" on the right side of the screen. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".

☐ **Step 3**: Enter the Fieldprint Code: **FPDCEMPLOYEE**. This following Fieldprint Code will give you access to fingerprinting services. **Please Note: It is important that you handle your Fieldprint Code carefully. DO NOT SHARE THIS CODE.**

☐ **Step 4**: Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

☐ **Step 5**: 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.
If you need additional support, please contact the DCPS Clearance team at DCPS.Clearance@k12.dc.gov.

- 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 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) AND Sex Offender Register (SOR) Screening
- All individuals seeking DCPS Clearance must complete a Child Protection Register (CPR)/ Sex Offender Registry (SOR) check.
- Both checks are currently process through a vendor, First Advantage (FADV). You must complete both of these steps to successfully complete the CPR and SOR checks:

    ☐ 1. STEP 1: You will receive an email invitation to start these checks within one (1) business day of submitting the DCPS Clearance Application. The email will be from DC Public School via a First Advantage email address [(do_not_reply@FADV.com)](#). **Please start this process as soon as you receive the email and be prepared to upload a clear (not blurry) color copy of a government-issued photo identification (e.g., driver license, passport, military ID).**

    ☐ 2. **STEP 2:** Once you complete this first step with First Advantage, you will receive an urgent follow-up email from [DONOTREPLY@FADV.COM](#) with instructions to download, complete, and then upload the DC Child Abuse Register. **Please do not leave any field in this form blank and please be prepared to provide at least 5 years of address history.**

- If you need assistance with uploading, please contact First Advantage Customer Service at 1-866-439-7179 or [Client.Services@fadv.com](#).

    Average completion time: 14 calendar days

Drug and Alcohol Testing
- All contractors/program provider with possible unsupervised interaction with students for ten or more minutes must complete and pass a drug and alcohol screening.
- Volunteers will not be subject to drug and alcohol testing
- Required individuals will be identified based on responses embedded within the DCPS Clearance application
- Linked within the [DCPS Clearance Application](#) is a Microsoft Form each required individual must complete to provide the MDAT team with their personal information. Within 4-6 business days of completing the form, contractors will receive an email containing detailed actions steps to schedule their drug test
- 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 5-panel test

run by DCPS. 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

Definitions
- o A contractor/program provider is someone who is receiving pay for services provided to DCPS, either independently or through a partner organization, but is not an employee of DCPS.
- o A volunteer is someone who is offering services to DCPS schools or offices with no compensation from DCPS or the partnering organization.

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

☐ **Step 1**: Contractor/program provider
- The contractor/program provider organization/company will direct their contractors to submit their personal information to ClinHealth by clicking here or within the DCPS Clearance Application.
- The following information is required to start the drug test process.
    - o First and Last Name
    - o Last Four of Social Security Number
    - o Date of Birth
    - o Email Address
    - o Phone Number
    - o State of Residence
- In approximately 2-4 business days of submitting the information, the contractor/program provider 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/program provider will receive a confirmation which they must bring (printed or electronically) to the appointment.

☐ **Step 2**: Drug and Alcohol 15-day timeline
- Contractors/program providers have 15 days from the date they receive their drug testing link to complete their drug testing.
- Exceptions to the Drug and Alcohol 15-day timeline
    - o Being out of the country during the entire testing window
        - ▪ The contractor/program provider will need to provide proof of being out of the country, e.g., a flight itinerary.
    - o DCPS' Error
        - ▪ Contractor/program provider being directed to a facility that has been closed, or a DCPS official explicitly told contractor not to test in error.
    - o If the Organization/Company still wants to proceed with the contractor/program provider working for DCPS after the expiration of the 15-day timeline, the POC will need to email dcps.mdat@k12.dc.gov requesting an extension or a new link.

☐ **Step 3**: Drug and Alcohol Results
- MDAT will upload new drug test results into the Clearance database by the close of business on Tuesdays and Fridays Once all the clearance requirements have been completed, the contractor/program provider will receive a letter indicating that they are cleared which they should forward to their organization/agency
- Each school will have a representative that will be able to see when a contractor has cleared. Please note that they will only be able to see if they have successfully cleared Fingerprint, Sex offender Registry (SOR), Child Protection Register (CPR) and the Drug test.
- Please allow the results about a week from the 15th day of the candidate being selected for hire to be uploaded in QuickBase. For contractors/program providers who test quicker, results will be

uploaded quicker.
- The MDAT team does not have any control or influence over when results are released by the lab. Please consider the timeline described in the bullet above prior to contacting the MDAT team to inquire about a contractor's/program provider's drug testing results.
- Drug test results expire within 60 days after they are released. If a candidate is onboarded with DCPS after 60 days of drug testing, the contractor/program provider will need to retake the test.

☐ **Step 4**: Drug Test Results from Outside Entities
- If a contractor/program provider has previously submitted to a drug test with the contractor/program provider organization/company, and there has not been a break in service with the organization/company, the organization/company must submit a copy of the 4 panel drug test results to MDAT at dcps.mdat@k12.dc.gov. MDAT will update the Clearance Data Base with the drug test results.

☐ **Step 5**: Medical Marijuana
- Contractors/program providers are not pre-screened for marijuana, but they are subject to testing for marijuana as part of our reasonable suspicion process.
- DCPS recognizes that qualifying individuals in the District of Columbia have the right to obtain and use marijuana for medical purposes through a certified Medical Marijuana Program. Contractors/program provides 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
- The medical marijuana card must be submitted prior to taking the drug 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.