



New Mentor Clearance Timeline

Clearance	Description	Complete
Pre-Clearance Process	BEST Kids will review your online application and then conduct an in-person interview. The clearance process officially starts after we make a decision following the phone interview and reference checks.	
Week 1		
Child Protective Register (CPR) Form(s) Notarized	<ul style="list-style-type: none"> - CPR forms should be completed prior to the in-person interview, so a BEST Kids representative can notarize them. -Forms must be completed for DC, as well as any other state(s) you have lived in for the past 5 years. 	
Health Clearance and TB Test	<ul style="list-style-type: none"> - Please schedule an appointment with your health services provider to get a checkup and TB test (*note: TB test results are read in-person 3 days after the test; please keep in mind for scheduling purposes). - BEST Kids will provide a general health form to have your doctor sign. We also ask that your doctor fax your TB test results directly to us, or that you scan evidence of the results. The health form alone will not suffice. 	
Week 2		
Fingerprints	To be completed at your local police department or a private agency of your choice—this MUST be a federal background check. Please review the “Fingerprint Directions” form for further information regarding pricing, processing times, and procedures.	
Week 3		
Mandated Reporter Training	You can find the training here: http://dc.mandatedreporter.org/ . This online course takes approximately 45 minutes to complete despite the website’s 2 hour estimate. Send BEST Kids a copy of your certificate upon completion.	
Driver’s License, Auto Insurance, Official Driving Record	<ul style="list-style-type: none"> - Please submit a copy of your driver’s license and auto insurance to BEST Kids. - Ride share members may submit proof of membership in lieu of a personal auto insurance policy. PLEASE NOTE: We will be running checks on all driving records of volunteers with the information provided on your driver’s license	
Week 4- Week 6		
Wrap Up New Mentor Training & Mentor Central	<ul style="list-style-type: none"> -During Week 4 -Week 6, BEST Kids will receive your CPR results back in the mail. Please use the following 3 weeks to complete any outstanding clearance requirements. - This time may also be used for you to attend one of our mandatory Mentor Training Sessions (2-hrs on a weeknight- a BK rep will send you a formal invitation). - After attending on-site training, you will be enrolled in our 3-hour online course. 	

* Please see back for additional information on clearances.



Clearance Renewals

Every year, BEST Kids will need to renew different clearances for each individual mentor. The clearances will vary depending on what year you are entering into. Please see below for more information on clearance renewals.

The following clearances will need to be renewed EVERY year:

- Criminal Background Check
- Driving record
- Sex Offender Background Check
- Driver's License and Auto Insurance

PLEASE NOTE: **The only documents we will need from you to renew these clearances are your driver's license and auto insurance.** You do NOT have to get an outside agency to run the criminal, sex offender, or driving background checks. BEST Kids conduct the background checks in-house and at no cost to you.

The following clearances will need to be renewed EVERY TWO years:

- FBI Fingerprinting
- Mandated Reporter
- DC CPR

PLEASE NOTE: **At the two year renewal, BEST Kids will pay for your FBI fingerprinting dues if you complete your fingerprinting at MetroLab in Northeast or Northwest DC.** If you decide not to use the services at MetroLab, you will have to pay for your own fingerprinting. BEST Kids will also notarize your DC CPR form for free. The online Mandated Reporter training is free and can be taken at your own convenience.