

New Employees

- Pre-employment screening as required by USA Swimming (to be conducted by PEAQ)
 - Verification of past employment (last 3 employers)
 - Provide list of reference – place of employment, employment dates, and contact
 - Education verification (highest held)
 - Provide college transcript (unofficial is acceptable) or copy of diploma
 - State Motor Vehicle Report Examination
 - [Submit PennDOT form DL-503](#) and provide copy of report to PEAQ

- Membership in USA Swimming (must be current) – list of requirements to be verified by Laura Hartman in the AMS Office email office@amswim.org
 - USA Swimming Background Check
 - <https://www.usaswimming.org/background-checks>
 - Athlete Protection Training
 - <https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>
 - Foundations of Coaching 101/201
 - <https://www.usaswimming.org/utility/landing-pages/club/foundations-of-coaching>
 - Rules & Regulations for Swim Coaches
 - <https://www.usaswimming.org/utility/landing-pages/club/foundations-of-coaching>
 - First Aid/CPR
 - Red Cross Certificate
 - Safety Training for Swim Coaches (Water Skills) or Lifeguarding
 - Provide copy of certificate
 - Safety Training for Swim Coaches (On-line)
 - www.redcross.org <Training and Certification > <Swimming & Water Safety > <Safety Training for Swim Coaches Online Content Only>

- PA Child Protective Clearance
 - [PA Criminal Record Check](#) (Act 34), **FREE**
Follow the instructions through to the Certification Page. Once the search results table appears, click on the Control Number. Click on the Certification Page to access, save and print your official Clearance.
 - [PA Child Abuse History](#) (Act 151), **FREE**
Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.
 - If applicable, **FBI Criminal History** (Act 114), **\$21.35**; **Individuals who have resided in Pennsylvania for the past 10 consecutive years DO NOT need to obtain this clearance.** Once on the [IndentoGO website](#), select **Schedule or Manage Appointment**, where you will complete the online form to begin processing your clearance. During this process, you will have the opportunity to locate and make an appointment at a fingerprinting service center. Be sure to bring all [required documentation](#) to your appointment.
 - Download and complete the [Volunteer Disclosure Statement](#). This document must be signed, dated and witnessed. It does NOT need to be notarized.