

Mentor Screening and Application Process

Potential Mentors will:

1. **Attend a VIRTUAL Mentor Training session:** Pre-registration is required (see registration link below).
2. **Complete the fingerprinting process IN PERSON** at the FCPS Administrative building (located at 8115 Gatehouse Rd. Falls Church, VA). **The FCPS process for fingerprinting volunteers has been modified to ensure that it is in compliance with CDC COVID-19 guidelines for safety (please see details below).
3. **Be cleared to mentor through the FCPS background check.** In some cases, a prior criminal conviction can prevent a community member from volunteering in FCPS. In addition, active duty law enforcement officers are not required to complete the background check process. (please see details below)

*****TWO Personal References:** BEFORE YOU BEGIN the registration process! Please make sure you have the required information for TWO personal references who are NOT related to you. For each reference, you will need:

1. Name
2. Phone number
3. Email address

To register for a mentor onboarding session using Google Chrome [CLICK HERE](#)

FCPS Fingerprinting Process (COVID-19 Response)

- After you complete the training, the Mentoring Specialist will notify HR that you have been trained and are eligible for fingerprinting.
- HR will send you a series of links that will enable you to complete the online paperwork for the criminal background check, and you will be asked to choose an appointment time for fingerprinting.
- Appointments are scheduled to allow for one person at a time (per machine) and masks are required.
- Upon arrival, volunteers are asked to call the front desk and remain outside until they are greeted by an FCPS staff member.
- Upon entry, volunteers are escorted to a restroom where they are required to wash/sanitize their hands.
- Once fingerprinted, volunteers are required to leave the building immediately.
- Between volunteers, the fingerprinting machine is sanitized according to CDC guidelines.

Fairfax County Public Schools (FCPS) Background Check (Regulation 4119)

- FCPS regulations preclude anyone with a felony conviction from volunteering in the schools.
- Misdemeanor charges are evaluated based on the nature of the offense, the age of the person at the time of the offense, and the amount of time between the date of the offense and the date of application.
- Active-duty (sworn) law enforcement personnel are exempt from the background check but must attend mentor training. When you attend the training, please let [Martha Macdonald](#) know that you will not be participating in the background check process.