

## 2025 Recertification Procedure:

1. Open EPSARC home page - Click - <https://epsarc.org/>
2. Log Into your OMS account on the right of the ribbon.
3. Go to the Ribbon on the top left of the page "Registration Advancement Administration" – Click – Registration and select and click Register for Clinic / Fitness Test – Complete the Step 1 of 3 to create 2025 Registration clinic request and **click** submit. For Clinic Location – Select - On Line Only and Pay the registration fee.
4. Return to your OMS Home Page – Click - <https://epsarc.org/> - scroll down to Clinic Location and click "Online Lessons" Click View Instructions read and click OK – **click** – Start Lesson #1 – **When the lesson is complete** and you have passed **REMEMBER** to PUSH the Grey rectangle to update and save your results.
5. **NOTE: Do not complete the NCIS clearance if prompted in the US Soccer Learning Center when you begin the online lessons. Pennsylvania has specific required clearances.]**

## Clearance Information:

Pennsylvania Child Protection Laws & Clearances Apply to All Referees Along with SafeSport Training

## Pennsylvania Mandated Background Clearances

All paid employees age 14 and older working in the state of Pennsylvania that interact directly with children, are required to obtain several background clearances. This shall be done before attending the Entry Level Field Session, and for anyone transferring to Eastern Pennsylvania from another State Association, and are valid for 5 years.

## Clearances Required:

FBI Background Check - **INDIVIDUALS 18 AND OLDER AND THOSE TURNING 18 DURING THIS CALENDAR YEAR MUST COMPLETE THE FBI BACKGROUND CHECK.**

- **Click** – [Get Finger Printed](#) – Scroll down to "Select the State heading – Select Pennsylvania and **click** – GO – Click to select Digital Fingerprinting – Enter Code – **1KG6XN** - Click GO

PA CRIMINAL HISTORY CHECK - **EVERYONE (MINORS AND ADULTS) MUST COMPLETE THE PA CRIMINAL HISTORY CHECK**

- **Click** – [PA Criminal History Check](#) – Click Submit New Record Check – read and accept the conditions – Reason for Request - Select [Employment](#) complete and pay for the Clearance.

PA CHILD ABUSE CLEARANCE CHECK - **EVERYONE (MINORS AND ADULTS) MUST COMPLETE THE PA CHILD ABUSE CHECK**

- **Click** - [PA Child Abuse Clearance Check](#) – Read page 1 – click - continue – Create or log in into your existing account – Complete required information and submit the request.

## Document preparation necessary for upload into OMS

- FBI fingerprint Confirmation – IKG6XN – PA PDE School Districts – when you receive the e-mail from [IdentoGo](#) – **review your service details - scroll to the Status as of date at the bottom and click the link that will open your sign in page** (which you created for your IdentoGo account) – **complete and click submit. Download the PDF and review your results – Down load and save the PDF to your devise as PDF (.pdf) or photo (.jpg)**
- PA CHILD ABUSE CLEARANCE CHECK - when you receive the e-mail from [noreply@pa.gov](mailto:noreply@pa.gov) – **Click the link to log into your Account - Download the PDF and review your results – Down load and save the PDF to your devise as PDF (.pdf) or photo (.jpg)**
- PA CRIMINAL HISTORY CHECK - when you receive the e-mail from [RA-SPPATCH-E-Notify@pa.gov](mailto:RA-SPPATCH-E-Notify@pa.gov) – **Click the link to log into your Account - Download the PDF and review your results – Down load and save the PDF to your devise as PDF (.pdf) or photo (.jpg)**

## Upload Clearances into

1. Open EPSARC home page - **Click - <https://epsarc.org/>**
2. Log Into your OMS account on the top right of the ribbon.
3. Go to the Ribbon on the top left of the page “Registration Advancement Administration” – Click Administration – scroll down and click – Update SafeSport / Background Status
4. **Only Photo (.jpg) or PDF (.pdf) files may be uploaded. Each file must be smaller than 5 MB.**
5. Click “Choose File” for the appropriate clearance – locate the file on your devise, which you have saved as a PDF file or jpg and click the file. The new file will appear between Choose File and Upload.
6. Click upload and the information will appear in the Date Created column and the Expiration date will be updated.
7. Repeat the process for the remaining clearances which you need to add or update.

## SafeSport:

1. SafeSport must be completed every 12 months.
2. To take SafeSport or the Refresher:
  - Log into [learning.ussoccer.com/referee](http://learning.ussoccer.com/referee)
  - Go to Courses on the top ribbon – click Available courses – click Supplemental courses – click SafeSport
3. You can also go directly to [www.safesporttrained.org](http://www.safesporttrained.org).
  - Log in - go to the Catalog - complete the full course, or one of the Refreshers if applicable.
  - There is no charge for SafeSport.