

Steps to Become a Vetted Youth Exchange Volunteer

You will need to complete the following to be a fully vetted Youth Exchange Volunteer:

1. Complete the Youth Exchange Volunteer Application (update every 3 years)
2. ESSEX Criminal Background Check (update every 365 days)
3. NAYEN – US Department of State On-line training & test (update every 365 days)
4. NAYEN – On-line Volunteer training & test (Valid for 3 Years)
5. NAYEN – Youth Protection Awareness (Valid for 3 Years)
6. PA Child Abuse History Clearance (Valid for 5 years)
7. PA State Police Clearance (Valid for 5 years)
8. FBI Fingerprinting or waiver (Valid for 5 years)

Complete the Youth Exchange Volunteer Application: https://yehub.net/cgi-bin/ESX_get.cgi?pgid=vola. You will need to list 3 personal references in the application. Please contact your references and let them know they will receive an email from ESSEX with the subject line “Rotary request for a personal reference”. This email is not spam. The email will contain a link to complete the reference form.

After you complete the Application, you will receive a message from ESSEX (Eastern State Student Exchange) thanking you for the application. This email will contain a link to complete the ESSEX Criminal Background Check.

You will receive 3 emails from NAYEN – one to complete the US Department of State test and one to complete the Volunteer Training and one to complete the Youth Protection Awareness Training.

You will need to submit all 3 PA clearances. The PA Clearances are valid for 5 years. If you have them from another organization, we can accept copies.

- PA Child Abuse History Clearance - <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>.
- PA State Police Check - <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>.
- FBI fingerprinting (if you have lived in PA the past 10 years consecutively, you only need to sign the waiver form).