

**Lewis Center for Educational Research  
Academy for Academic Excellence  
Norton Space & Aeronautics Academy**

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## How to Become a LCER Volunteer

You must complete all steps listed below to be eligible to volunteer.

If you wish to become a volunteer driver, additional steps must be followed. Please see Human Resources for supplemental instructions.

### 1. Fingerprinting

Please visit Human Resources in Building M during normal business hours to obtain a Live Scan Application. You must have this in order to be fingerprinted. This Live Scan Application contains information making it proprietary to the Lewis Center so that we may receive an applicant's fingerprinting results as well as any subsequent arrest notifications. Live Scan Applications and results that you may have obtained from another business are not eligible for clearance with the Lewis Center. Below are the steps that you will take to be fingerprinted:

- a. Locate a Live Scan Organization and schedule an appointment.
  - i. You may Google "Live Scan Organizations near me" to obtain a listing of organizations that do Live Scan for volunteering.
  - ii. We recommend the Apple Valley Police Department, though they only do Fingerprinting by appointment on Wednesdays, their fees are often less than other organizations charge. You can make an appointment with the Apple Valley Police Dept. by calling 760-240-7400 ext. 9.
- b. There are fees associated with fingerprinting, as listed below:
  - i. \$32 Department of Justice fee (this fee is a fee set by the Department of Justice to release your records to the Lewis Center)
  - ii. \$10-\$25 rolling fee (this fee is the Live Scan organizations fee for their technician to fingerprint you)
- c. **Return 1 copy of the Live Scan Application to Human Resources in Building M after your prints are complete.**
  - i. This is the only way that we know that you have completed your fingerprinting so we can monitor for the results.
- d. No sooner than 1 week after your fingerprints have been completed, you may reach the Human Resource Department at 760-946-5414 ext. 294 for Rebecca McCoy or 175 for Brook Gupta to verify if your print results have been received and have been cleared.
  - i. There is no guarantee as to how long it will take the DOJ to clear your prints. We cannot begin to verify prints until 1 week after you have them completed.

### 2. Attend a Volunteer workshop

- a. Contact Sherri Pearson at 760-946-5414 ext. 302 to sign up.

### 3. Submit a clear Tuberculosis Risk Assessment Screening, TB Test or Chest X-ray stating you are free of infectious Tuberculosis.

- a. You may obtain a Tuberculosis Risk Assessment form from Human Resources in Building M. Please complete this form and we will have it verified with our Registered Nurse to determine your risk of having Tuberculosis or having been exposed to Tuberculosis in the past. If you show no risk, our RN can sign off on the form to clear you for this step. If risk is possible, you will be required to turn in results of a Tuberculosis test that show that you are free from Tuberculosis.
- b. The date of the Tuberculosis clearance may not be more than 60 days before your fingerprint clearance and volunteer workshop
  - i. Per Ed Code/Assembly Bill 1667, “Tuberculosis Clearances are required upon initial assignment of a volunteer”, which the LCER determines to be once a volunteer fingerprints/workshop/and the TB clearance are all on file.
- c. Tuberculosis Risk Assessments and Tuberculosis Intra-dermal test clearances expire 4 years from the date of the clearance. Chest x-rays stating a volunteer is free and clear of tuberculosis can be entered with no expiration date. In order to remain active on the volunteer list, it is the volunteers’ responsibility to insure clearances are up-to-date with the LCER Human Resource Department. Please also note that LCER will not call you to update this information.
  - i. In the event that a volunteer is potentially exposed to Tuberculosis after clearance, they must obtain an additional Tuberculosis clearance and turn it in to Human Resources immediately. Exposure could consist of any of the following:
    1. You have a history of positive Tuberculosis
    2. You have one or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue)
    3. Birth in high TB-prevalence country (\* \*Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)
    4. Travel to high TB-prevalence country for more than 1 month (\* \*Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)
    5. Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter

Once all of these steps have been completed, the Lewis Center Human Resource Department will add your name to a “Cleared Volunteer List” that is viewable by staff members.

**WE**   
**VOLUNTEERS**