

# CA Checklist

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Here is a summary of everything you will need to work on in preparation for your session at PFEW this summer. If you have any questions, please feel free to email Alison Shughart at [alison@pfew.org](mailto:alison@pfew.org).

## Volunteer CAs will need to:

- **Fill out a Sign Up Form online** in order to confirm your spot, if not done already ([www.pfew.org/pfew-company-advisor-signup](http://www.pfew.org/pfew-company-advisor-signup))
- **Create/Update your online profile** - if you already have an existing account, be sure to log in and check that all the information is correct. If this is your first time using the PFEW portal, an invitation link will be sent to you with instructions on how to set up your account. *Do not forget your username or password*, as you will need it throughout the year and for your PFEW session.
- **Submit your Child Abuse and Criminal Background Clearances** to the PFEW staff. Check your PFEW account, on the Forms tab will list the certificates we have on file and if you are due to renew any of them. After February, you will receive an email from Lindsay Metz ([Lindsay@pfew.org](mailto:Lindsay@pfew.org)) with instructions and payments codes *only if* you are not up to date. You can upload updated certificates at any time before your session begins.
- **Take a Mandated Reporter Training Course** (only once is all that is needed) and submit your certificate to PFEW staff. You will receive an email with instructions on how to take the course if your certificate is not on file with PFEW staff.
- Review the **Discrimination/Harassment and Sexual Abuse Policies**.
- **Confirm your lodging accommodation** (Holiday Inn, On-Campus, or Other) and your arrival and departure dates.
- **Confirm your attendance to Early Training Session I** in either King of Prussia (May 11) or Erie (May 20) *\*optional for previous CAs, mandatory for NEW CAs*
- **Order a Company Advisor Polo Shirt** (new advisors will receive ONE for free, all other orders will be charged \$25/shirt at the program) *\*optional*  
[www.pfew.org/pfew-shirt-order](http://www.pfew.org/pfew-shirt-order)
- **Submit your online lunch order(s)** for Saturday and Sunday by June 15th. If you don't place an order online, a generic meal will be provided for you. Lycoming - [www.pfew.org/pfew-lunch-order](http://www.pfew.org/pfew-lunch-order) Penn - [www.pfew.org/pfew-lunch-order-pct](http://www.pfew.org/pfew-lunch-order-pct)
- **Print arrival instructions and maps.**
- **Start collecting at least 30 pieces of junk** for Junk Night.
- **Don't forget to bring a laptop or tablet. It will be needed to access your portal account throughout the week. Cell phones are not the best option.**

We look forward to seeing you in Williamsport this summer!