



Out-of-School Time Programs are licensed by the Office of Child Development and Early Learning (OCDEL). In accordance with childcare regulations, volunteers are required to have the following documents on file prior to their first date of service:

- Verification of age (for example: birth certificate, state-issued ID, passport, etc.)
- a [health assessment](#) and negative TB test, conducted within 12 months prior to providing initial service
- verification of education beyond 8th grade (for example: diploma, transcript, or letter from the academic institution stating the last grade completed)
- two written, nonfamily references from individuals attesting to the person's suitability to serve with children.

Email PRC@PHILA.GOV if you have any questions.

