



Who needs clearances?

Under Act 15 of 2015 (the Act), which amends the provisions of the Child Protective Services Law, Beginning July 1, 2015 an **adult** applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children.

What is the definition of child?

For purposes of clearances, a child is an individual under 18 years of age.

How is direct contact with children defined?

Direct contact with children is defined in § 6303 (relating to definitions) as the care, supervision, guidance or control of children or routine interaction with children.

- The Act clarifies that "routine interaction" means "regular and repeated contact that is integral to a person's employment or volunteer responsibilities."

How is "regular intervals" defined?

- PDE recommends that supervisors interpret "regular intervals" with the safety of children as the paramount consideration and suggests that "regular intervals" should mean at least once daily and not less than every four hours.

PDE's view is that mere visitors to schools are not normally required to obtain background checks to the extent that such visitors are visiting the school **irregularly** and without providing for the care, supervision, guidance, or control of children.

In this capacity, school visitors do not need the clearances. By contrast, persons who wish to visit the school **regularly** to serve as volunteers and to provide for the care, supervision, guidance or control of children would be required to have background checks. Some examples of persons needing background checks would include but not be limited to:

- regular classroom volunteer assistants
- recess and library volunteers
- volunteer coaches/club advisors



How is "immediate vicinity" defined?

"Immediate vicinity" is defined as an area in which an individual is physically present with a child and can see, hear, direct, and assess the activities of the child.

Which background checks are needed?

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History certification from the Department of Human Services (Child Abuse)
- A fingerprint based federal criminal history (Federal Bureau of Investigation) registered through the Pennsylvania Department of Education OR **THE DEPARTMENT OF HUMAN SERVICES**

Can a child abuse history certification or PSP criminal history certification obtained for volunteer activities be used for employment purposes?

No. Child abuse history certifications and PSP criminal history certifications obtained for volunteer purposes can only be used for other volunteer activities. Child abuse history certifications obtained for volunteer purposes will indicate that the certification is to be used for volunteer purposes only.

*****Can FBI Criminal History certifications obtained through the Department of Human Services be accepted by schools for volunteer purposes?***

Yes.



1. CHILD ABUSE CLEARANCE

Click on this link: <https://www.compass.state.pa.us/CWIS>

- Click on: Create Individual Account
 - Click on “Access My Clearances”
- You create a Keystone ID and Password (this is the same thing as a Username)
- An email will then be sent to the email address you provide; in that email will be a code along with a link. Click on that link and enter in the code
- From there, create your application

Creating an account and submitting your clearance application online will give you access to your results or the status of your results almost immediately.

Be sure to select “**Volunteer**” as your reason for submitting the application, this will waive the fees.

Once you completed the application, you will receive an email that has a link in it. Following that link will take you to your results; you can print that form and turn into Human Resources.

An additional copy will be mailed to the address you put in the application (typically a 2 week turn around).

Cost: \$0.00

2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

- Click on Submit A New Record Check
- **Reason: Volunteer**

Once you complete the application you will be able to print your certificate almost immediately. Click on the words “**Certification Form,**” that will take you to your official results, print that document and turn into Human Resources.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

Cost: \$0.00



3. Federal Criminal History Background Checks

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** – Click on this link: <https://uenroll.identogo.com>.

- The applicant must register prior to going to the fingerprint site
- During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information
- When registering on-line, an applicant is required to use a service code

1KG6XN

Fingerprint requests processed through any service code or through any other agency cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the “Back to Home” button and begin the process again, by reentering the correct Service Code (**1KG6XN**).

If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be used by our District and the applicant will have to start the process over and pay for the background check again.

2. **Payment** - The applicant will pay a fee of **\$22.60** for the fingerprint service and to secure an unofficial copy of the Criminal History Record. No cash transactions or personal checks are allowed.

3. Fingerprint Locations

Company	Address	Info	Hours
IndentGo	950 E. Haverford Rd Bryn Mawr, PA	This is a Medical Office Building, Suite 220	Monday – Thursday 10a-3:30p
IndentGo	1 Bala Ave Bala Cynwyd, PA	Suite 420	Monday – Friday 9a-5p
IndentGo	814 Paoli Pike West Chester, PA		Monday - Wednesday: 9a-6 Thursday: 09:00 AM - 07:00 PM Friday: 09:00 AM - 05:00 PM



4. Please save your ***UEID Number***. This is found on the receipt provided to you after you are fingerprinted.