EMPLOYMENT/VOLUNTEER CLEARANCES GUIDELINES

WHO WILL NEED NEW CLEARANCES AND WHEN ARE THEY DUE TO THE SCHOOL DISTRICT?

If you are submitting clearances for the first time, either for employment or volunteering, clearances cannot be more than 365 days old on the day of submission. If they are older than 365 days they WILL NOT be accepted.

If you are submitting updated clearances, please do so before the date of expiration (60 months from the date they were obtained).

Clearances expire and employees/volunteers are responsible to renew them every **60 months**.

Required clearances:

PA Child Abuse History:
http://www.compass.state.pa.us/cwis
Cost is $13.00** beginning July 1, 2018, for employees/ volunteers. Submit online.

PA Criminal History:
http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VIXLadLF9DE
Cost is $22.00* for employees/ FREE for volunteers. Submit online.

Fingerprinting:
https://uenroll.identogo.com
Cost is $22.60* for employees/FREE for volunteers.   Register online and take UE ID number to have fingerprints taken at CareerLink, 2 E Arch St., Shamokin, PA 17872-5600.

*Payment: It is the employees/volunteers responsibility to acquire these clearances and be in compliance.

**On July 1, 2018, the fee for PA child abuse history clearances will be increasing from $8 to $13. PA child abuse clearance fees for volunteers will continue to be waived one time within a 5-year period. Amendments to the Child Protective Services Law in 2014 and 2015 expanded who is required to receive child abuse clearances and that clearances must be renewed every five years, resulting in the number of PA child abuse history clearance applications increasing exponentially. The passage of Act 40 of 2017 included a maximum fee increase to $13 for PA child abuse history clearances to assist in covering actual costs for processing these clearances.

District Policy: This is a state law and our district policy will be revised to reflect the new requirements for compliance of the law.