

## EMPLOYMENT/VOLUNTEER CLEARANCES GUIDELINES

State law has changed regarding clearances. Clearances now expire and employees are responsible to renew them every 60 months.

You will need:

- Pennsylvania Child Abuse History Clearance;
- Pennsylvania State Police Criminal Record Check;
- Federal Bureau of Investigation Criminal Background Fingerprint Check.

PA Child Abuse History: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Or online form beginning Dec. 31, 2014 at <http://www.compass.state.pa.us/cwis>

Cost is \$8.00\* for employees/ FREE for volunteers. Submit through mail or online process

PA Criminal History:

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VIXLadLF9DE>

Cost is \$8.00\* for employees/ FREE for volunteers. Submit through mail or online process

Fingerprinting:

<https://www.pa.cogentid.com/index.htm>

Cost: \$28.75\* register online to setup an appointment.

This link explains the process:

[http://www.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_\(act\\_114\)/7493/federal\\_criminal\\_history\\_background\\_checks/601327](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493/federal_criminal_history_background_checks/601327)

UPS Store #5918, 185 AJK Blvd., Lewisburg, PA 17837 is a regional provider of FBI background clearance digital fingerprinting. Service hours are week days from 8:30am to 6:00pm, and Saturday 9:30am to 2:00pm.

If you do not have internet access, forms are available in District offices.

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

All school employees, contracted services and contractors that have on file clearances dated **Dec. 31, 2009 or earlier** are required to submit new clearances (all three) dated **no later than Dec. 30, 2015**.

All school employees and contractors that have on file clearances **dated Jan. 1, 2010 – present** are required to submit new clearances before **the five year anniversary of such date**. (i.e. FBI clearance dated Feb. 12, 2010 needs to have a new clearance before Feb. 12, 2015 on file in district office.) If dated in year 2010, you are most likely renewing before Dec. 31, 2015. You must follow the 5 year anniversary date. Please check your copies of what you submitted to the district.

All **volunteers** with clearances **dated June 30, 2010 and earlier** must have new clearances **by July 1, 2015**. As a volunteer if your clearances are dated July 1, 2010 – present, you will renew clearances prior to its five year anniversary. (i.e. clearance dated August 2, 2010 needs to be renewed by August 2, 2015)

\*Payment: It is the employee's responsibility to acquire these clearances and be in compliance.

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