

East Penn School District Volunteer Information Sheet

The East Penn School District is pleased you are considering volunteering your time to assist the staff and students of the district.

Volunteer – *A volunteer is an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have “direct contact with children” (care, supervision, guidance or control of children), or routine interaction with children.*

Per the Pennsylvania Department of Education Act 153 of 2014, pertaining to Volunteer Background Checks:

“The act amends Child Protective Services Law to make several changes including requiring that unpaid adult volunteers responsible for the welfare of a child or having direct contact with children must provide a report of criminal history record information from the PA State Police, clearances regarding child abuse from the Department of Public Welfare, and a report of federal criminal history record information. If the volunteer is unpaid, has been a PA resident for the previous 10 years and affirms in writing that he or she has not been convicted of an offense in section 6344 (c) of the Child Protective Services law, then the federal criminal history record information is not required.”

The information below, has been updated due to the recent changes to Act 153. Clearances are valid for 60 months (5 years) from the date issued and must be renewed in order to continue as a volunteer within the district.

For those that wish to be a volunteer, you are required to submit a Pennsylvania Criminal History Record (Act 34) and a Child Abuse History Clearance (Act 151) in addition to the notarized Volunteer Affidavit to the Human Resources Office located at 800 Pine Street in Emmaus. Copies of the Affidavit are available in the Human Resources Office or on the East Penn School District website under “Volunteers”. The district has notary services (drivers’ license required for notary service) free of charge. **Please note that if you have not been a resident of the state of Pennsylvania for 10 years, you will be required to complete the FBI Federal Criminal History Report to be a volunteer per Act 153 (above).**

1. The Pennsylvania Criminal Record Check can be done online. The online results are available almost immediately. To complete the process online, go to <https://epatch.state.pa.us> and click on “Submit a New Record Check” and follow the instructions. Beginning July 25, 2015, the cost is waived (\$0.00). When indicating the purpose of the certification, please indicate “Volunteer”. At the end of the process, you must click on “Certification Form” in order to pull up the correct form to print. Please note, once you print out the “Certification Form”, you will be unable to print it again.
2. The Child Abuse History Clearance can be completed online. Requests for clearance statements (now called “certifications”) may be made online at <https://www.compass.state.pa.us/CWIS>. Beginning July 25, 2015, the cost is waived (\$0.00). When indicating the purpose of the certification, please indicate “Volunteer”. Upon signing on to this website, you will be asked to create a sign-on and for your Keystone ID# (this is an ID that you will create for yourself and retain for later use). The clearance will be either mailed or emailed to you based on your selection.

Clearances must be brought to the District Human Resources Office, located at 800 Pine Street in Emmaus, on either Tuesdays or Thursdays from 8:00AM – 4:00PM (unless otherwise noted on the Human Resources Website). Copies will be made for our records and the originals returned to you. Please note: We will not be able to provide you with copies of these clearances in the future so please be sure to put originals in a secure location. Written notification must be provided by the volunteer to the Human Resources Office, no later than 72 hours after an arrest or conviction of an offense that would constitute grounds for denying participation as a volunteer.

If you have not been a resident of the state of Pennsylvania for 10 years, you will be required to complete the FBI Federal Criminal History Report to be a Volunteer per Act 153 (above).

3. The FBI Federal Criminal History Record requires individuals to have fingerprints done digitally at a registered fingerprinting site. You must first register for the process. This can be done either online at www.pa.cogentid.com and selecting the Pennsylvania Department of Education button or by phone at **1(888) 439-2486** (M-F, 8A-6P) prior to going to the fingerprinting site. There is a \$27.00 fee for this clearance that you are responsible for. Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashier's Check at the fingerprint location. Money Orders and Cashier's Checks must be made out to COGENT SYSTEMS. *NO CASH, PERSONAL CHECKS and NO ELECTRONIC PAYMENTS* for background checks will be accepted at the fingerprint sites. Once you have registered, proceed to an approved fingerprinting site to be digitally fingerprinted. A list of approved locations is available on the Cogent website. You will receive a Registration Number. This number must be provided to the Human Resources office so your results can be retrieved.

If you have any questions related to the clearances or cannot come in on a Tuesday or Thursday, please contact the Human Resources Office at 610-966-8331.