

***Pennsylvania Code Regulations, Act 114***

*The Public School Code at 24 P.S. § 17-1724-A, requires criminal background checks for Volunteers in Charter Schools and Cyber Charter schools.*

If you're able to volunteer at the school this coming year, please obtain your clearances from these web sites. Although it does take some time on your part, remember this process is vital for the overall safety of our children. Print out your confirmations, and bring into the school in an envelope that says "PTO Clearances".

**1) Access to Criminal History**

<https://epatch.state.pa.us/>

Click on "Submit a New Record Check", select "Volunteer" for the reason. If your history check shows "No Record", click on the Control #, and print out Certification Form. As of right now (August 2016) there is no fee. Must be renewed every 3 YEARS.

**2) Child Abuse History Clearance Form**

<https://www.compass.state.pa.us/cwis/Public/Home>

Click on "Creat a New Account". Then "Next". Then create a user ID (Keystone ID).

After that, follow prompts. As of right now (August 2016) there is no fee.

Must be renewed every 3 YEARS.

**3a) FBI Clearances: RESIDENT OF PA FOR 10 YEARS**

[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf)

"A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is NOT required as long as the position the volunteer is applying for is an unpaid position; AND the volunteer has been a resident of the Commonwealth Of Pennsylvania for the entirety of the previous 10 years. These volunteers must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344."

\*PLEASE SIGN ATTACHED PENNSYLVANIA RESIDENT WAIVER FORM, SEND IN TO PTO.

**3b) FBI Clearances: RESIDENT OF PA FOR LESS THAN 10 YEARS:**

[https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

If you've been a resident of Pennsylvania for less than 10 years, follow these instructions for FBI Clearances:

Register online. Under "Reason Fingerprinted", select CHARTER SCHOOLS. \$27.50, pay online. (YSWPCS will reimburse you – give receipt of payment to the school, in an envelope, TO THE PTO). \*You will be emailed a registration confirmation – print it out and take it to a fingerprinting site. No appointment necessary at most locations. Usually takes a couple minutes.

Thanks in advance for your willingness to help volunteer for school events! Specific tasks will be assigned closer to each event. See you soon!

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