



West Allegheny School District

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Clearance Information Sheet

ACT 34 – Pennsylvania Criminal History Check <https://epatch.state.pa.us/Home.jsp>

Go to “New Record” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) The Record Check Details page is opened. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification Pages, 1 for you and one for West Allegheny School District.

Cost: Free

ACT 151 – Pennsylvania Child Abuse Clearance - *Please use the website for this clearance not the printed form.*

NOTE: Effective December 31, 2014 an electronic form will be available to apply for your Child Abuse clearance online <https://www.compass.state.pa.us/CWIS>

Cost: Free

ACT 114 – FBI Clearance - *Please submit your UEID Number after your prints are scanned.*

<https://uenroll.identogo.com/>

Register with Identogo through the above site. Follow the instructions on the Identogo site to register, pay, and make an appointment to have your fingerprints taken. The Service Code for parent volunteers is 1KG6Y3. Once you have registered and had your prints scanned, please return your registration id number (UEID) to the District Office.

Affirm, in writing, that you have been a Pennsylvania resident for ten (10) years prior to application, and that you are not disqualified for any crime listed in the Child Protective Services Law. Only this form is acceptable and can be found on the volunteer page of the District website.



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Volunteer Frequently Asked Questions

Who needs clearances?

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.

Which clearances are needed?

All prospective volunteers must obtain the following clearances:

1. Report of criminal history from the Pennsylvania State Police (PSP); and
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse).
3. A fingerprint based federal criminal history (FBI) if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

OR

3. Volunteers who have been a continuous resident of Pennsylvania for the past 10 years are not required to obtain the FBI Clearance but must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

When are clearances needed?

Beginning July 1, 2015, prospective volunteers must submit clearances prior to the commencement of service.

What is the renewal requirement for clearances?

Beginning July 1, 2015, all volunteers will be required to obtain clearances every 60 months. Timelines for renewed clearances are based upon the date of each individual clearance. If an individual elects to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used.



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Are there any other requirements?

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.



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Is the person responsible for acceptance of volunteers required to keep a copy of my clearances?

Yes, pursuant to § 6344 (b.1), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring clearances, shall maintain copies of the required information and require the individual to produce the original documents prior to employment or acceptance to serve in any such capacity, except provisional employees for limited periods as described in § 6344.2 (f) and outlined above. An employer, administrator, supervisor or other person responsible for selection of volunteers that intentionally fails to require an applicant to submit the required clearance commits a misdemeanor of the third degree. Agencies are reminded that the child abuse history clearance information is confidential and may not be release to other individuals.

Can an agency or organization institute additional standards?

Yes, nothing prohibits an organization from requiring additional information as part of the clearance process.

Can my clearances be transferred?

Yes, any person who obtained their clearances within the previous 60 months may serve in a volunteer capacity for any program, activity or service.

As a volunteer, do I obtain my Federal Bureau of Investigation Criminal History check through the Department of Education or the Department of Human Services?

The applicant would apply for their FBI clearance through the Department of Education. If the applicant intends to volunteer with children in any other capacity outside of a school setting or function, such as a group home for children, in a church, as a Little League or soccer coach, etc., they would apply for their FBI clearance through the Department of Human Services.