

Volunteer Clearance Instructions

To volunteer at Penn Hills Charter School of Entrepreneurship for various school events you must have copies of your clearances on file with Human Resource. Clearances are good for five (5) years at which time they must be resubmitted.

Instructions for Volunteer Background Clearances

PA law now requires prospective employees and volunteers to obtain the following background checks:

1. **Criminal History Record** Information obtained from the PA State Police (\$10 fee – waived as of July 25, 2015)
2. **Child Abuse Clearance** obtained through the PA Department of Public Welfare (now known as the Department of Human Services) certifying if the applicant is named in the statewide database “as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or indicated report” of child abuse. (\$10 fee – waived after July 25, 2015)
3. **Federal Criminal History** Record Information obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the Federal Bureau of Investigation “for the purpose of verifying the identity of the applicant and obtaining a current record of any criminal arrests and convictions.” (\$27.50 fee)

These applications are not complicated to complete. If you have already gotten the required clearances for a job and/or another volunteer capacity within one year - you don't need to apply again - just send us all the final paperwork for each of the clearances.

1. Criminal Background Check

You MUST do this application FIRST. Go to <https://epatch.state.pa.us/Home.jsp> and you will get the on-line application. Once you get it confirmed you just need to send that confirmation to us for our records. *Be sure to keep going all the way to the end in order to receive the official certificate of clearance!* A copy of this clearance certificate must be included with your child abuse application below. (It can all be done very quickly by email. If you mail in the Criminal Background Records Check Policy, it may take 2-3 weeks to receive the certificate.) The fee for this application which has been waived as of July 2015.

2. Child Abuse Application

Once you have the criminal background check certificate, then go to

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

This application can NOT be done online - you MUST mail it in. It usually takes 2-3 weeks to receive your clearances.

The fee for this application which has been waived starting in July 2015.

3. FBI Clearances

Volunteers must obtain an FBI Federal Criminal History Clearance which also requires fingerprint submission. The steps to get this clearance include:

- * Go to www.pa.cogentid.com to register.
- * Go to the "Pennsylvania Department of Education"
- * Then "register online"
- * Go through the online registration process - it could take 10-15 minutes to complete the form.
- * Once you have completed the form, print out the last screen where it says you have completed registration.
- * The clearance costs \$27.50 (as of May 2015). The fee can be paid online with a credit card.
- * Once you have your registration ID number - then you need to take that number (as well as a passport or driver's license) to a fingerprint agency. Most UPS stores have a fingerprinting agency. Call your local store to confirm hours.
- * In 48 hours you can see your results online. A written receipt will come in the mail in 2 weeks.
- * Penn Hills Charter School must have a copy of the written receipt before you can do any volunteering with children.
- * For questions about the FBI clearance - go to https://www.pa.cogentid.com/index_dpwnNew.htm

WAIVER - The FBI Criminal History Background Check is NOT required if the volunteer has been a resident of Pennsylvania for the past ten years and swears or affirms that they have not been convicted of a prohibited offense listed in existing law or a similar offense in another jurisdiction.

Submit Forms

Please email or mail a copy of all three completed clearances to:

Penn Hills Charter School of Entrepreneurship

Attn: Ms. Valerie Nance

7336 Saltsburg Road

Pittsburgh, PA 15235

valerie.nance@phcharter.org

Clearance forms must be received at least one week prior to volunteering at any event where volunteer will be in contact with students.

If you have any questions please e-mail the PTA at PennHillsCharterPTA@gmail.com or Ms. Nance at valerie.nance@phcharter.org