

Dear Career Internship or Work Study Partner,

Thank you for agreeing to partner with Penn Manor School District by offering one of our students the opportunity to complete a *Career Internship* within your facility. Career Internship or Work Study opportunities are designed to give students a first-hand experience in the world of work while earning school credit. We certainly appreciate your willingness to enrich the lives of our students by engaging them in real-world work experiences!

Beginning in 2015, Pennsylvania made changes to help ensure the safety of our students under Act 15 of 2015. The Child Protective Services Law (CPSL) now requires the supervisor of students participating in cooperative education, internships, work study, or similar programs to obtain new criminal background clearances (Child Abuse, State Police, and Federal FBI fingerprinting) every five years. **The supervisor of the student is required to be in the immediate vicinity at regular intervals during the work study or internship experience.**

In an effort to make the process easier, the information on the back of this letter will assist you in securing the required clearances.

- ✓ **Pennsylvania Child Abuse Clearance (Free, choose for volunteers)**
- ✓ **Pennsylvania State Police Criminal Record Check (Free, choose for volunteers)**
- ✓ **Federal Bureau of Investigation Criminal Background Check (\$27.00, choose Dept. of Education) -may sign waiver, see link below**

All clearances can be submitted as one packet. If you have a supervisor who works with any organization that works with children, they may already have these clearances. If so, they may be able to use these clearances for our district.

After you have received and printed the online clearances (child abuse and PA criminal background check) and have filled out the PA Waiver form or have had your fingerprints taken, send originals of the first two, the Volunteer Application that includes your FBI registration confirmation number beginning with PAE and the completed Arrest/Conviction Report form to:

Michelle Wagner, Work Based Learning Facilitator
michelle.wagner@pennmanor.net
(717)371-3251
Penn Manor High School
100 E. Cottage Ave
Millersville, PA 17551

All clearances will be kept confidential and on file in the district office for 5 years.

Sincerely,

Michelle Wagner M.Ed. Co-op Certified

Work Based Learning Facilitator

Clearances required for the Immediate Supervisor of Penn Manor Career Internship-Work Study Students

Child Abuse Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Create an individual account (The Keystone ID is your user name.)
3. Once you receive the password, reset to create a new password and login (*Write down and keep your Keystone ID and password safe so you can access for results!*)
4. Follow prompts to complete a child abuse clearance application
 5. In the Application Purpose section select "Volunteer Having Contact With Children". Check Other and fill in Penn Manor School District
6. Your information should be partially filled in. Please fill in all required areas and complete the application. (This application is rather lengthy and requires addresses and household members going back to 1975.)
7. This clearance could take up to 14 days to process. You will receive an email to access your clearance online. Check the website periodically. Print 2 copies when it is processed, one to keep and one to send to the district. You will also get a copy in the mail.

PA Criminal Background Check

1. Go to <https://epatch.pa.gov/home>
2. Click on New Record Check (Volunteers only)
3. Follow the steps to complete the application.
4. The results are quicker than one second if there is no criminal history. Print out 2 copies, one to keep and one to send to the district. (*If you can't print right away, write down the Control Number to re-access your record to print.*)

FBI Fingerprints

To get an FBI Criminal History Check, you can:

- 1) If you have been a resident of the Commonwealth of PA for more than 10 years, FBI Fingerprinting is waived. Please complete the following form: <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/disclosure-statement-for-volunteers.pdf> retain a copy for your records and upload a pdf for the school.
- 2) If you have not resided in the Commonwealth for more than 10 years, please go to the following website: <https://www.identogo.com/locations/pennsylvania> Register for an appointment online or by calling 1-844-321-2101
- 3) Visit an IdentoGO center during posted hours ***You can find a list of IdentoGO sites in Pennsylvania at [identogo.com/locations](https://www.identogo.com/locations). ***Employers can also pay for digital fingerprinting services through an NCAC Agreement with IDEMIA. The school district does not pay for or reimburse the fee. 4) Present an acceptable identification document
- 5) Reason Fingerprinted – choose School Districts.
- 6) Complete the application and provide an email address for your receipt. 7) Print out or write down the registration confirmation number that starts with PAE. *You will need to give this number to the district for them to access your FBI clearance online.*
- 8) Locate the most convenient fingerprint center to go to.
You must have proof of identity upon arrival at the fingerprint center such as a state issued driver's license, state ID card, passport, etc.
- 9) After you have been fingerprinted, the district can pull up your official record online within 48 hours using your registration confirmation number you provide. You will receive a copy of your results in the mail for your records. The district MAY NOT provide a copy of the clearance to the volunteer/ employer.