Pennsylvania Mandated Background Clearances

As of July 1, 2015, all paid employees age 14 and older working in the state of Pennsylvania, that interact directly with children, are required to get background clearances. This must be done before attending the Entry Level Field Session, and for anyone transferring to Eastern Pennsylvania from another State Association and are valid for 5 years.

- Be sure to select EMPLOYMENT when completing the forms (not Volunteer)
- Clearances may take up to 30 days to complete.
- **Once you receive all three certificates, you must upload them into your EPSARC account for review.**
    1. Be sure the documents are saved on your computer (PDF or JPEG format)
    2. Log into your account at www.epsarc.org
    3. Click on "Administration > Provide SafeSport/Background documentation"
    4. Click on Choose File and then Upload, for each document individually.
    5. They will be reviewed and your account will be updated.
- Upcoming referees MUST be 14 years old prior to the field session. NO EXCEPTIONS.
- Those under 14 yrs will not be able to apply for the clearances and can not register with EPA.

Background Checks/Criminal History Clearances:

PA Child Abuse Clearance - Pennsylvania Child Welfare Information Solution (state.pa.us)

-This will cost $13

-Once notified this is completed you will need to log in and save the document to upload to EPSARC website

PA State Police Clearance - Pennsylvania Access To Criminal History - Home (state.pa.us)

-This one will cost $22

-Once notified this is completed you will need to log in and save the document to upload to EPSARC website

FBI Clearance - [PA Service Code Form - Dept of Human Services - Child Care Services-Program Employee or Contractor (ae-admin.com)]

- Only needed if 18 years old or older (minors only need to sign disclosure form)

-This will cost $23.85

-This will be mailed to you

Helpful hints for the FBI background check:

- IdentoGO SERVICE CODE:
  1KG756 Employee >=14 Years Contact w/ Children
- For the FBI fingerprint check, locate a nearby fingerprint location (listed on their website) and reserve an appointment
- Note the required documentation you must bring with you.
- Arrive at your appointment and pay (currently $23.85)
- They will do the fingerprint scans there and you will receive results in the mail in 2-3 weeks.
- Upload this certificate into your EPSARC account.