

Memo

To: Volunteers
From: Michael Schreck
Date: 8/31/2015
Re: Act 15 of 2015 – Clearances

Act 15 of 2015 requires volunteers need to obtain clearances if they have “direct volunteer contact”, meaning they are responsible for the care, supervision, guidance or control of children AND have routine interaction with children. Please note: volunteers shall always be under the direct supervision of regular staff and shall not be the sole supervisor of students or student-athletes.

Required Volunteer Clearances

Act 34 PA State Police Clearance:

Website – <https://epatch.state.pa.us> (free for volunteers)

Act 151 PA Child Abuse Clearance:

Website – <https://www.compass.state.pa.us/CWIS/free> for volunteers)

Form can be printed from website and mailed in

Exception

One exception applies to volunteers: if the volunteer has been a PA resident for 10 years prior to the application, and swears by written affirmation that he or she is not disqualified due to a conviction for any crime listed in the CPSL, the FBI fingerprint requirement is not required.

Act 114 FBI Clearance:

Website – www.pa.cogentid.com (\$27.00 credit card payment for registration), after registering you must call to make an appointment. There is a list of available sites online, but we commonly use CCIS of Lawrence County on East Washington Street (724-658-8874) or IU IV in Grove City (724-458-6700)

Fingerprint Registration

Please register with Cogent before you are fingerprinted. You can register online @ www.pa.cogentid.com OR call 1-888-439-2486. You must register under the PA Department of Education. Once your registration is complete, you will receive a Registration ID number. **Please have the registration number with you at the time of fingerprinting.**

Payment Information

The fee for your fingerprint clearance is **\$27.00**. You must keep your Registration ID Number. This number will be needed by your employer or hiring entity to check your clearance on-line.

You can make arrangements for payment online @ www.cogentid.com or call 1-888-439-2486 using a debit or credit card. Once your payment information is complete, you will receive a confirmation number for your payment. Please bring this number with you to the fingerprint site.

OR

You can bring with you to the fingerprint site a money order or cashier's check in the amount of \$27.00 made payable to 3M Cogent Systems. You should keep your Registration ID Number.

No cash transactions or checks are accepted.

You must bring with you one form of current photo ID. Most people use their current driver's license.

Your clearance should be processed electronically within 24-48 hours.