Supervisor Clearance Guide

You will need the following 3 clearances to supervise our students. These clearances are mandatory requirements by the state of Pennsylvania.

1. Pennsylvania State Police Access to Criminal History
2. Pennsylvania Department of Human Services Child Abuse History Clearance
3. FBI Fingerprinting is required if you have ***not*** lived in Pennsylvania for the past consecutive ten (10) years

OR:

4. If you have lived in Pennsylvania for the past consecutive ten (10) years, you can submit an affidavit affirming that you are not disqualified to volunteer because of a § 6344 offense **(attached for your convenience)**.

****The Pennsylvania State Police Access to Criminal History and the Pennsylvania Department of Human Services Child Abuse History Clearance are free of charge. There is a fee ($23.85) associated with the FBI Fingerprinting Clearance.****

How long are clearances valid?
All required background check certifications for Cristo Rey Supervisors are valid for 5 years from the date issued. For your reference, IdentoGo retains fingerprint results with your UEID number for 5 years. They can be contacted at 1-844-321-2101 if you have further questions.

How do I obtain the required clearances?

1. Pennsylvania State Police Access to Criminal History (PATCH)

- Web Address: https://epatch.pa.gov/TandCVolunteer
- Click "New Volunteer Record Check"
- Complete the information on the Personal Information screen and select "Next."
- "Cristo Rey Philadelphia HS" is the Volunteer Organization Name
- The schools' phone number is 215-219-3943
- Review the Information to make sure that it is correct, then click "Proceed."
- Fill out the "Record Check Request" Portion, then click "Enter this Request"
- Once you see that your name is in the queue, click "Submit."
- Once processed, the page will display a record with a control number. Click on the control number, then click on the "Certification Form" to access the results.
- ***Once you have received your results, please email the certificate to your Work-Study account manager.***

2. Pennsylvania Department of Human Services Child Abuse History Clearance

- Web Address: http://www.compass.state.pa.us/cwis/public/home.
- Click on "Create Individual Account," Click "Next" on the following screen, and create a Keystone ID.
- These next few **verification steps may vary** based on your security settings. Generally speaking, you will have to create an account and verify it (described in next bullet point).
- Verify your email, log into the Individual Login page, click "Access my Clearances," click continue, log in to verify your account, choose your security option (private or public computer), and change your password. At this point you will be logged out and you will have to log back in with your new password. Accept the terms and conditions of the "My Child Welfare Account Terms and Conditions," then click continue.
    - Please note that you will need to know where you have resided (complete addresses) and the names of anyone else you have resided with since 1975.

- Click on “Create Clearance Application.” Scroll to the bottom of the next page and click “Begin.”
    - Under the Application Purpose portion, select “Volunteer having contact with Children.”
    - Under the Volunteer Category, select “Other” and indicate “Cristo Rey Philadelphia High School”
    - Under the section “Certificate Delivery Method,” choose whichever method is most convenient to you.
    - To complete your application, you will be asked if you received a paper or electronic volunteer certification, select “No.”
    - Proceed to the “Applicant Payment” screen, select “No” for the question “Did an organization provide a payment code for your application.” ○ You should then see the message “Success. Your application (e-Clearance ID xxxxx) has been successfully submitted.”
- You should receive your certification form within a week of submitting your application.
- ***Once you have received your results, please email the certificate to your Work-Study account manager.***

3. FBI Fingerprinting

- Web Address: https://www.identogo.com/
- First register online at IdentoGo.
- Click on “Get Fingerprinted” on the upper right-hand side of the page.
- Select “Pennsylvania” from the drop-down menu.
    - *If you live in NJ, you may select “New Jersey” from the drop-down menu.*
- Select “digital fingerprints” from the available options.
- When prompted, enter the service code “1KG6TR” for PA Non-Public Schools.
- Select “Schedule of Manage Appointment: and complete the necessary information.
- Please note: payment is accepted on-site using a credit card.
- When you attend your appointment, make sure to bring a valid photo identification.
- The results of the FBI fingerprints **can take up to 4-6 weeks** and will be mailed to the address provided during registration.
- ***Once you have received your results, please email the certificate to your Work-Study account manager.***

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

> Chapter 25 (relating to criminal homicide) Section 2702 (relating to aggravated assault) Section 2709.1 (relating to stalking) Section 2901 (relating to kidnapping) Section 2902 (relating to unlawful restraint) Section 3121 (relating to rape) Section 3122.1 (relating to statutory sexual assault) Section 3123 (relating to involuntary deviate sexual intercourse) Section 3124.1 (relating to sexual assault) Section 3125 (relating to aggravated indecent assault) Section 3126 (relating to indecent assault) Section 3127 (relating to indecent exposure) Section 4302 (relating to incest) Section 4303 (relating to concealing death of child) Section 4304 (relating to endangering welfare of children) Section 4305 (relating to dealing in infant children) Section 5902(b) (relating to prostitution and related offenses) Section 5903(c) (d) (relating to obscene and other sexual material and performances) Section 6301 (relating to corruption of minors) Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____

Signature: _____

Witness: _____

Signature: _____ Date:_____