



WESTERN MONTGOMERY CAREER AND TECHNOLOGY CENTER

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www.westerncenter.org

Serving the Pottsgrove, Spring-Ford and Upper Perkiomen School Districts

Federal and State Background Checks and Clearances

State legislation requires that companies entering into cooperative education agreements with schools must now have one adult with clearances in the workplace who will be designated as the supervisor of the student. These clearances are only necessary for supervisors working with students under 18 years of age.

The designated supervisor shall be the one responsible for the student's welfare while at work. This supervisor must be in the "immediate vicinity" (an area in which he/she is physically present with the student and can see, hear, direct, and assess the activities of the student) at regular intervals.

The supervisor must have the following clearances, which will be in effect for 60 months.

Act 114: Federal Criminal History Record (Waiver if qualified)

Act 151: PA Child Abuse History Clearance

Act 34: PA State Criminal Record Check

Child Abuse Clearances

- 1: go to <https://www.compass.state.pa.us/cwis/public/home>
- 2: Create Individual Account
- 3: Click Child Welfare Portal
4. Select Next
5. Create a new Keystone ID
- 6: Once you receive the password reset create new password and login
- 7: Follow Prompts to complete a child abuse clearance application
- 8: In the Application Purpose section select "School Employee NOT governed by Public School Code"
Agency Name = Western Montgomery CTC"
- 9: Follow remaining pages to complete application.
- 10: Turn in report to Ms. Mueller once completed.

PA Criminal Background Check

- 1: Go to <https://epatch.pa.gov/home>
- 2: Click on Submit New Volunteer Record Check
- 3: Check acknowledgement box and Accept
- 4: Organization Name: Western Montgomery CTC, Phone Number: 610-489-7272
- 5: Enter your personal information
6. Enter Record Check Request Form information & select SAVE
7. Select Submit on Review page
8. The check is normally instant. Click the blue link and then click the blue CERTIFICATION FORM.
9. Print or save certification form and email to Ms. Mueller

FBI Fingerprints

If you have lived in Pennsylvania for 10 years and can affirm you are not disqualified from supervising children for any of the reasons listed you may sign Appendix A in lieu of completing the fingerprinting procedure:

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 certification through the Federal Bureau of Investigation (FBI), 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 certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications 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: _____