

Instructions for Obtaining Clearances for Volunteers

Instructions for obtaining the **PA Criminal History Clearance**:

Applicants gain access to the PATCH (Pennsylvania Access to Criminal History) web site through the PA State Police website - <https://epatch.pa.gov/home> Under PSP Service, click on Request A Criminal History Record. Under #1. Online Request, click PA Access to Criminal History PATCH Web Site. Once on the PATCH site, click on Record Check (top center of the page), New Record Check, completing and following all prompts and requested information. There is no fee to process this clearance for volunteers. It will take only a few minutes to process your clearance. Once the Record Check Results are displayed, click on the Control #. Continue to the following screen which will permit you to select Certification Form. The Certification Form is an original of your clearance with the state seal imprinted in the background. This is the document you should print for dissemination to employers or prospective employers.

Instructions for obtaining the **PA Child Abuse History Clearance**:

Go to <https://www.compass.dhs.pa.gov/CWIS> and Create a New Account. You will receive 2 emails - 1 with your Keystone ID; the other with a Temporary Password. Log back in following directions for electronic submission. Depending on information provided, results will be available within 1-14 days. Paper submission is available for non-computer users but responses may take up to 4 wks. Plan accordingly for board approval. No cost for volunteers.

Instructions for obtaining the **FBI Federal Criminal History Clearance**:

* Applicants **MUST** register via the following:

- <https://uenroll.identogo.com> - 24 hrs/day, 7 days/wk OR 1-844-321-2101 8am to 6pm EST
You are required to enter a Service Code. For school districts, enter 1KG6XN and respond to prompts on screen. The fee for fingerprinting is \$23.85. Money orders or cashiers check payable to Idemia accepted as payment at Fingerprint Center. NO cash or personal checks accepted. Credit card payment is accepted (Debit not accepted as there is no way to enter a pin #)

* Applicants must provide proof of identity at the Fingerprint Center (state issued driver's license, state I.D card, passport, etc.)

* Applicants must provide prospective employers with their Universal Enrollment ID from their completed registration in order for employers to access the Criminal History Record.

* Once unofficial results are received (letter form) by the applicant, a copy is required for maintenance in personnel file by the school district.

Fingerprints may be taken at the following:

M, T, W - 10am to 5pm @ LIU #12, 65 Billerbeck St, New Oxford, PA 17350

NOTE: Appointment times may be scheduled at time of registration & take priority over walk-ins.

Other locations and times are listed on the website.

Athletic Volunteer Specific Instructions

In order to be approved as a Volunteer in the Athletic Department, a [Volunteer Application](#) must be turned in along with all clearances.

Instructions for obtaining the **Sudden Cardiac Arrest and Concussion in Sports Trainings**

Applicants can access these trainings through the following links:

[Sudden Cardiac Arrest Training](#)

[Concussion in Sports Training](#)

After completing each of these free online trainings you will receive a certificate. Please forward that certificate to burkeh@cvccolonials.org - these trainings must be completed yearly.

Instructions for obtaining the **Act 126 and Title IX Trainings**:

After handing in your volunteer application, you will receive an email from Vector Training Solutions to set up an account. After setting up your account, you will find that **Act 126 part 1, Act 126 part 2, and Title IX** trainings have been assigned to your account. These must be completed before you begin working with any athletes. There is no need to forward completion certificates as we can see your progress in the trainings. These must be completed every 5 years.
