

Volunteer Procedures

The Child Protective Services Law (CPSL) has again been amended (enacted in Act 15 of 2015 (House Bill 1276)) and now requires all school volunteers that are either “a person responsible for a child’s welfare” (because he/she provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control) **or** will have “direct volunteer contact with children” (the possibility of care, supervision, guidance or control of children **and** routine interaction with children), to obtain new clearances (Pennsylvania Criminal History, Pennsylvania Child Abuse History and the FBI Clearance – if the volunteer is not exempt from the FBI clearance requirement) every sixty (60) months. “Routine interaction” is defined as regular and repeated contact that is integral to a person’s volunteer responsibilities.

If a volunteer completes the required Affidavit verifying that he/she has continuously resided in Pennsylvania for ten (10) years AND swearing in writing that he/she has never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction, they need only to obtain the Pennsylvania Criminal History and the Pennsylvania Child Abuse History, and the FBI Clearance is not required.

Any clearance that is required to be submitted to the District must be less than one (1) year old and will remain valid during each sixty (60) month period so long as the volunteer remains in service at least one (1) day per school year.

For volunteers required to obtain clearances, the fee has been waived for the Pennsylvania Criminal History and the Pennsylvania Child Abuse History. Such clearances are provided at no charge only once every 57 months. If a volunteer is not exempt from the FBI Clearance requirement, the volunteer must obtain the clearance at his/her expense.

- **ACT 82 ARREST/CONVICTION REPORT AND CERTIFICATION FORM:** *(sign only)*
- **AFFIDAVIT:** *(sign only)*

How To Obtain Background Checks & Mandatory Training

- **Mandated Reporter Training:** *(certificate of completion required)*
www.reportabusepa.pitt.edu
- **Pennsylvania Child Abuse History Certification:**
<https://www.compass.state.pa.us/CWIS>.
- **Pennsylvania State Police Clearance:**
<http://epatch.state.pa.us>,
- **FBI Reports: COMPLETE ONLY IF YOU HAVE NOT LIVED IN PA FOR THE LAST 10 YEARS**

To request FBI reports, costing approximately \$22.60. Find application forms and instructions at <https://uenroll.identogo.com> or by calling 1-844-321-2101. Service Code used for School District Volunteers is **KG6XN**.