

REQUIRED CLEARANCES: Volunteers, interns, and external interns

Pennsylvania state law (ACT 153 of 2014) requires that ALL school employees who have or may have routine interaction with children (18 years of age or younger) must obtain the clearance documents listed below. Clearances must be updated every five (5) years as they expire 5 years from the date of issuance.

Clearances MUST include:

- **Pennsylvania Child Abuse History Clearance (Act 151) (\$8.00/ Free for volunteers every five(5) years)** - Submit an application online by first creating a Child Welfare Account and completing the information electronically through the Child Welfare Portal at <http://www.compass.state.pa.us/CWIS>. See the FAQ section labeled **Clearance Application** for additional information. We encourage you to select the option to also have your certificate mailed to your home. **Submit a copy of your** printed certificate to the Office of Human Resources prior to your start date.
- **The Pennsylvania State Police Criminal Records Check (Act 34) (\$10.00/Free for Volunteers)** - This clearance can be obtained by logging on to <https://epatch.state.pa.us>. Select **Submit a New Record Check** and complete the required information. **Submit a copy of your** printed certificate form displaying the Pennsylvania state seal to the Office of Human Resources prior to your start date.
- **FBI Federal Criminal History Record (Act 114) (\$25.75)** - Details concerning the fingerprinting process are found on the following page. Follow the registration procedures and go to one of the fingerprinting locations listed. After you have been fingerprinted, ask for a receipt. **You must bring this receipt** to the Office of Human Resources prior to your start date. An official clearance will be mailed to you by Cogent within two weeks. **Submit your ORIGINAL** clearance to the Office of Human Resources when received.

The Volunteer/Intern is responsible for the payment of all necessary clearances.

Child abuse and state clearances are required to be submitted to the Office of Human Resources prior to the individual's start date. VALIDATION (receipt of fingerprint) that the fingerprint process has been started is required before the individual will be permitted to begin Volunteering/Interning. It is the responsibility of the supervisor of the volunteer to see that the FBI clearance is submitted within ninety (90) days of the Volunteer/Intern's start date. As a requirement of employment as a Volunteer/Intern with routine interaction with children at Moravian College, if all three clearances are not submitted to the Office of Human Resources, the employee will not be permitted to work or rehired as a Volunteer/Intern at Moravian College.

FBI FEDERAL CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS/ INTERNS

The fingerprint-based background check is a multiple-step process. Prior to employment (volunteer/intern work), the following will need to be completed by the volunteer/intern:

1. The applicant must register prior to going to the fingerprint site. Walk-in service without prior registration will not be provided at any fingerprinting location. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Applicant must select "**Department of Human Services**", then "Register Online".
 - Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.). There is no data entry required at the fingerprint collection site. This registration will remain open for 90 days. If the registration is not used within 90 days, it will be automatically canceled and the fee refunded as needed.
2. The applicant will pay a fee of \$25.75 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashier's checks payable to "3M Cogent" will be accepted on site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are allowed.
 - When registering on-line, for Payment Type, select either Credit Card or Money Order. Required fields will be highlighted in yellow with an asterisk and must be completed. For Reason for Fingerprinting, please select "Employment with a significant likelihood of regular contact with children".
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on 3M Cogent's website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.
4. The fingerprint transaction begins when the fingerprinting site reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the 3M Cogent's website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
5. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
6. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.
7. Department of Human Services will receive the Federal Criminal History Record from the FBI. DHS's Background Check Unit through Childline and Abuse Registry will return the Federal Criminal History Record to the applicant. The Record will be printed on standard letter-sized paper that when copied will reveal "**Void if Copied.**" This does not prohibit an employer from copying the applicant's results letter, it is solely a means to verify that it is an official record.
8. **The applicant will then provide the original Federal Criminal History Record to the Office of Human Resources.** Please plan accordingly and allow for the Federal Criminal History Record to be processed (about two weeks). **Individual will not be eligible to volunteer/intern if the Federal Criminal History Record has not been returned in the required time frame.**