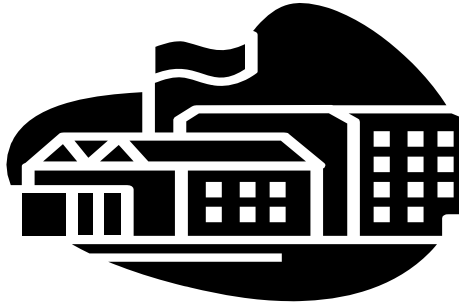


**PLEASE TAKE NOTE OF NEW PROCEDURES FOR 2022**



## Clearance Information 2022 – 2023

**Effective August 4, 2015, volunteers are required to submit updated clearances every 60 months or 5 years.**

Please read and follow the directions attached. Return **all** clearances at the same time to the Primary Center School Office.

### **Check List**

- Act 34 PA State Police Request for Criminal Record Check-**done online every 5 years**
- Act 151 PA Child Abuse History Clearance-**done online every 5 years**
- Act 114 Federal FBI Fingerprint Clearance-**every 5 years - if you have lived in Pennsylvania for the entire past 10 years, you can fill out attached form in lieu of Actual Fingerprinting Service. IdentoGO Volunteer Service Code is 1KG6Y3**
- Mandated Reporter Training-**done online every 5 years**
- Form 6004 Arrest/Conviction Certification Form-**signed every year**

**Fees for the Criminal Record Check and Child Abuse History have been waived for volunteers based on current legislation. There is no fee for the Mandated Reporter Training. The FBI Fingerprint Clearance still has a fee imposed.**

## NEW for 2022 Procedures for Obtaining Clearances

**New in 2022**, ALL clearances will be submitted online through a site called TMX. Contact Nancy Alberth ([nalberth@avonworth.k12.pa.us](mailto:nalberth@avonworth.k12.pa.us)) to create an account for you. She will provide you with instructions. **They no longer go to the school office!**

The 4 clearances that you will need to obtain are Act 34 (PA State Police Request for Criminal Record Check), Act 151 (Child Abuse History Clearance), and Act 114 (Federal FBI Fingerprint Clearance) and the Mandated Reporting Module. All information is attached. You will also need to fill out a Form 6004 (Arrest/Conviction Report and Certification Form). **This form needs filled out yearly.**

**Effective August 4, 2015, volunteers are required to submit updated clearances every 60 months (5 Years).**

***Fees for the Criminal Record Check and Child Abuse History have been waived for volunteers based on current legislation. The FBI Fingerprint Clearance still has a fee imposed.***

If you have clearances and they have been obtained with the past year, they are valid. You will have to submit these clearances online through TMX. Email Nancy Alberth ([nalberth@avonworth.k12.pa.us](mailto:nalberth@avonworth.k12.pa.us)), and ask her to create an account for you.

**Act 34- PA State Police Request for Criminal Record Check** – This form is done online.

1. Go to: <https://epatch.state.pa.us> and click on New Record Check and follow directions for volunteers. **Please print the results and upload to TMX.** Free to volunteers now.

**Act 151-PA Child Abuse History Clearance** – This form is done online.

2. Go to: <https://www.compass.state.pa.us/CWIS>, if you already have an account go to individual log in, and log into it. If you are new to this process, click on create individual account. **Please print the results and upload to TMX.** Free to volunteers now.

**Act 114 – Federal FBI Fingerprint Clearance** – ***NEW Volunteer Pennsylvania Residency Form/ Waiver of FBI Fingerprint Service*** – if you have lived in Pennsylvania for the entire past 10 years, you may use the waiver in lieu of fingerprinting service. Form Attached. If you have not lived in Pennsylvania the entire past 10 years, then follow directions below. **Please print the results and upload to TMX.**

### **APPLICANT PROCEDURES**

Fee: \$22.60: All applicants will now receive an unofficial copy of their report. Fee is payable to IDEMIA.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code **(Volunteer Service Code is: 1KG6Y3)** to ensure they are processed for the correct agency and/or

applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

2. **Payment** - The applicant will pay a fee of \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant's fee. This new option provides a payment 'coupon' that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application. To establish a billing account, visit the website <https://www.identogo.com/locations/pennsylvania> and download an application.

3. **Fingerprint Locations** – After registration, 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 are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.
4. **Fingerprinting** - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. Applicants will not be processed if they cannot produce an acceptable photo ID. 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.

**Mandated Reporting Training** - As a school volunteer who interacts with students, you are automatically considered a mandated state reporter. Being a mandated reporter requires you to report any form of child abuse that you have reasonable cause to suspect. A training online is provided at no cost through the University of Pittsburgh.

1. Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
2. Click on the Registration link to create a username and password.
3. Enter your username and password on the Welcome Screen to access the training.
4. The course you will be completing is called "Recognizing and Reporting Child Abuse."
5. Complete all sections of the coursework. You will be able to start and stop when needed, so the training can be completed all at once or in multiple sessions.
6. When the course is complete, be sure to print your certificate. **Please print the results and upload to TMX.**

**Form 6004 - Arrest/Conviction Report and Certification:** This form needs to be filled out and signed yearly. This form is attached. Nothing needs sent in for this form, it just needs filled out and signed. **Please print the results and upload to TMX.**

## Volunteer Pennsylvania Residency Form / Waiver of FBI Criminal Check

Please check the appropriate line.

1. \_\_\_\_ I have not lived in Pennsylvania for the entire past 10 years. **I understand that I must complete the FBI criminal history clearance.** (You do not need to complete the section on the bottom half of this page.)

Date moved to Pennsylvania \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_ I have lived in Pennsylvania during the entirety of at least the past 10 years. (Please also read and sign the section on the bottom half of this page.)

Date moved to Pennsylvania \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

If you have lived in Pennsylvania for the entire past 10 years, please read the following and sign to affirm that all of the following are true:

A. I am not named in the statewide database (pursuant to a Pennsylvania Child Abuse History Clearance) as the perpetrator of a substantiated (indicated or founded) report of child abuse committed within the last five years.

B. My Pennsylvania State Police Criminal Background check and FBI Criminal Check do not reveal a conviction for any of the following at any time in the past:

Criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing death of child; endangering welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual materials and performances; corruption of minors; sexual abuse of children; or the attempt, solicitation or conspiracy to commit any of the above offenses.

C. My Pennsylvania State Police Criminal Background check and FBI Criminal Check do not reveal a conviction for a drug or drug-related felony in the past five years, including felony convictions under the Controlled Substance, Drug, Device and Cosmetic Act.

D. In addition, I have not been convicted of an offense similar in nature to the crimes listed above 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM  
(under Act 24 of 2011 and Act 82 of 2012)**

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any former names  
by which you have  
been identified: \_\_\_\_\_

**Section 2. Report of Arrest or Conviction**

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3. No Arrest or Conviction**

By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## INSTRUCTIONS

This standardized form (PDE-6004) has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of a public or private school, intermediate unit or area vocational-technical school. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

**Exemption:** Any current employee who completed a PDE-6004 on or before December 27, 2011, in compliance with 24 P.S. §§1-111(j)(1) and (2) on that date, and who has not been arrested for or convicted of an offense enumerated under 24 P.S. §§1-111(e) and (f.1) shall not be required to complete an additional form.

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity.

If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul> |
|---|---|

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.