



WEST MIFFLIN AREA SCHOOL DISTRICT

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Dr. Daniel Castagna
Superintendent of Schools

October 9, 2017

To All Parents and Guardians:

Act 153 Certification of Clearances for Volunteers/School Employees was recently adopted by the Pennsylvania Legislature. This Act amends the Child Protective Services Law (“CPSL”) and includes provisions mandating clearance requirements. The Law now requires anyone working at a school district who has contact with children to provide new certifications of background clearances every 60 months (5 years).

Effective July 1, 2015 Act 153 requires that all school volunteers will be required to provide certifications of background clearances to the school office that include FBI, State Police and PA Child Abuse Registry in the same manner as school employees before they are allowed to volunteer in any school function or to be a chaperone. The definition of a “volunteer” in Act 153 applies to an adult applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children. A volunteer with clearances provided to and approved by the District may work as a volunteer in all organizations or groups within the District during the length of time of the certification of clearances.

The enclosed “Clearance Information Sheet” explains the process for obtaining these clearances by following the detailed instructions. The clearances needed by school volunteers are as follows:

Act 34	Pennsylvania Criminal History Check
Act 151	Pennsylvania Child Abuse Clearance

Additionally, an Act 114 FBI Clearance, a fingerprint based federal criminal history check, would be required if the position the volunteer is applying for is a paid position; and the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years. Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from volunteer service based upon a conviction of an offense.

Should you need assistance completing these clearances, or if you have any questions regarding the Act 153 compliance, please contact your PTA representatives.

Sincerely,

Dr. Daniel Castagna
Superintendent

Attachment

Clearance Information Sheet

ACT 34 – Pennsylvania Criminal History Check - *Please use the website for this clearance not the printed form.*

<https://epatch.state.pa.us/Home.jsp>

Go to “**New Record**” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) The Record Check Details page is opened. Click on the **Certification Page** to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance’. Print 2 Certification Pages, 1 for you and one for your Personnel File.

ACT 151 – Pennsylvania Child Abuse Clearance - *Please use the website for this clearance not the printed form.*

NOTE: Effective December 31, 2014 an electronic form will be available to apply for your Child Abuse clearance online at <https://www.compass.state.pa.us/CWIS>

ACT 114 – FBI Clearance - *Please submit your PAE Number **after** your prints are scanned.*

<https://www.pa.cogentid.com/index.htm>

Register with Cogent through the above site. Make sure you register for the **Department of Education** FBI clearance. Take your receipt and a valid photo id to the fingerprinting site. (Call the site first to be sure they are still open.) Once you have registered and had your prints scanned, please return your registration id number (PAE number) to the email address listed below.

The Allegheny Intermediate Unit is a fingerprinting site. Effective December 22nd the Allegheny Intermediate Unit has extended its fingerprinting services to Monday through Friday from 9:00 am-3:30 pm. Fingerprinting services will not be available on AIU observed holidays.

If you have any questions, please contact your PTA representatives.