

**Volunteer Verification Process-Student Interns/Employees**

Act 153 of 2014 and Act 15 of 2015 requires that a community/business member or organization that provides paid or un-paid opportunities for students for employment, internships, senior projects or job-shadowing experiences must identify an employee that will be considered the student’s supervisor and responsible for the student’s welfare. This person must, at their own expense obtain the following clearances:

- An original Act 34 PA Criminal History Record Check (PA State Police)
- An original Pennsylvania Department of Education Act 151 PA Child Abuse certification
- An original Act 114 FBI Criminal History certification (Fingerprint) **UNLESS** the person has lived in Pennsylvania continuously for the past ten (10) years at the time of application. A person who has lived in Pennsylvania continuously for the past ten (10) years at the time of request must sign the attached Waiver affirming that there are no charges in other states that would prohibit selection as a volunteer.

Clearances must be renewed every sixty (60) months

Clearances are to be given to District representatives

The designated supervisor must report any arrests, indictments or convictions of an offense or offenses as noted on the attached Waiver within 72 hours to the District representative.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Organization/Business Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
West Shore School District Staff Signature

\_\_\_\_\_  
Date

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**BUILDING USE ONLY**

- |  |                         |                      |
|--|-------------------------|----------------------|
| <input type="checkbox"/> Act 34 PA Criminal History Record Check (PA State Police) | Admin’s initials: _____ | Date verified: _____ |
| <input type="checkbox"/> Act 151 PA Child Abuse                                    | Admin’s initials: _____ | Date verified: _____ |
| <input type="checkbox"/> Act 114 FBI Criminal History (Fingerprint) or Waiver      | Admin’s initials: _____ | Date verified: _____ |

### **Act 34 PA Criminal History Record Check (PA State Police)**

This clearance can be obtained at no charge to the designated supervisor by following the directions found at this link: <https://epatch.state.pa.us/Home.jsp>

### **Act 151 PA Child Abuse Clearance for the Department of Education**

This clearance can be obtained at no charge to the designated supervisor by following the directions found at this link: <https://www.compass.state.pa.us/cwis/public/home>

You will need to create an account and then apply for clearances as a Volunteer Having Contact with Children.

### **Act 114 FBI Criminal History Clearance (Fingerprint)**

This clearance is required only for designated supervisors who have NOT lived in Pennsylvania continuously for the past ten (10) years. If the designated supervisor has lived in Pennsylvania continuously for the past ten (10) years, he/she is to complete the attached Waiver and provide it to the District representative.

To obtain the FBI Criminal History Clearance (Fingerprint): Go online to Cogent Systems, Inc. at: <https://www.pa.cogentid.com>

At the time this document was written, this Clearance cost \$27.00 and requires the designated supervisor to register online by clicking the **Pennsylvania Department of Education** clearance link. Once registered, print the receipt and take it to a local fingerprinting location. Locations can be found on the website.

West Shore School District recommends completing registrations online for quicker processing, however the Act 34 and Act 151 clearances may be obtained via mail by following the directions found at: <http://www.wssd.k12.pa.us/jobs.cfm>

**Volunteer Verification (Waiver)**  
*for exemption from FBI Federal Criminal History Clearance*

The Child Protective Services Law requires all volunteers to complete three certifications (clearances), including the FBI Federal Criminal History Clearance. However, the Law includes two exceptions which, if applicable, will exempt a prospective volunteer from the FBI clearance: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; or (2) if not a resident of Pennsylvania during the entirety of the ten-year period, the prospective volunteer has received an FBI clearance at any time since establishing residency in Pennsylvania and provides a copy of the FBI clearance. If you do not meet either of these exceptions, this Waiver does not apply to you. If properly completed, this Waiver will excuse eligible volunteers from the FBI Federal Criminal History Clearance.

Please read the statements below. If the statements are true and apply to you, sign and date the form at the bottom. If you have any questions about this Verification or your eligibility, you must contact the District before submitting the form.

- I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period.
- I swear and affirm that:
  1. I have never been named in the statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
  2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime 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:

Chapter 25 (relating to criminal homicide)  
Section 2702 (relating to aggravated assault)  
Section 2709.1 (relating to stalking)  
Section 2901 (relating to kidnapping)  
Section 2902 (relating to unlawful restraint)  
Section 3121 (relating to rape)  
Section 3122.1 (relating to statutory sexual assault)  
Section 3123 (relating to involuntary deviate sexual intercourse)  
Sexual 3124.1 (relating to sexual assault)  
Section 3125 (relating to aggravated indecent assault)

Section 3126 (relating to indecent assault)  
Section 3127 (relating to indecent exposure)  
Section 4302 (relating to incest)  
Section 4303 (relating to concealing death of child)  
Section 4304 (relating to endangering welfare of children)  
Section 4305 (relating to dealing in infant children)  
A felony offense under section 5902(b) (relating to prostitution and related offenses)  
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)  
Section 6301 (relating to corruption of minors)  
Section 6312 (relating to sexual abuse of children)

The attempt, solicitation or conspiracy to commit any of the offenses set forth above

A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date