

TRAINING SUPERVISOR CLEARANCE DIRECTIONS

Any questions please contact our School to Career Coordinator:

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1. ACT 151 (CY113) – Child Abuse Clearance – no fee for volunteers

Please complete the Pennsylvania Child Abuse History Clearance request form online using the following directions. If you have any questions, please contact Childline Verification Unit at 717-783-6211 or 1-877-371-5422.

Step 1: To create an account:

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on <create an individual account>
3. Click on <next> and type information. This includes creating a Keystone ID which is similar to a username.

Record your Keystone ID for later use, both now and in the future when you enter this website again.

4. Choose and answer 3 security questions as required by the site.
5. You will be sent a temporary password via email.
6. Close out of the window and return to
<https://www.compass.state.pa.us/cwis/public/home>
7. Click on <individual login>
8. Click on <access my clearances>. Type in the Keystone ID you just created.
9. Click <continue> at the bottom

You will need the following information:

- All addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived since 1975 to
include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by

On to step 2 – Completing the Application

Step 2: Complete the PA Child Abuse History Clearance Application:

1. Purpose of Clearance – only check one
 - *Volunteer: Volunteer having contact with children*
2. Social Security Number is voluntary. (please fill in full number, not just last 4 digits)
3. Previous Names/Nicknames – Applicant’s name must be the full legal name.
 - Previous names used since 1975 must list all full legal names they have ever used including maiden names, aliases and known as (aka) names
 - Click on + to ADD PREVIOUS NAMES/NICKNAMES
4. Contact Information – click on + to ADD CONTACT INFORMATION
5. Current Address – the address listed must be the applicant’s current home address.
6. Previous Address – list all addresses where applicant has resided since 1975
 - Click on + to ADD PREVIOUS ADDRESS(ES).
 - You will need to do this for each address at which applicant has lived.
7. Household Member Information – include anyone that the applicant lived with since 1975 including parents, guardians, siblings, children, spouse, friends, etc.
 - Please note the household members’ relationship to the applicant, their age (to the best of your knowledge) and their gender. If this section is left blank, the application will be rejected and returned to the applicant.
 - Click on + to ADD HOUSEHOLD MEMBERS
 - Note: For siblings or individuals you lived with when they were single, but are now married, use their married name.
8. eSignature – application must be electronically signed.
 - Check the box next to <I hereby certify the information...>
 - Type your name as your digital signature.
9. Click box “As a volunteer applicant...fee waived...”
10. Write down your Clearance ID# for your records.
11. Print copies of your clearance certificate and give a copy to EASTERN Center for Arts and Technology.
 - You may be able to print the certificate immediately, or it may be mailed or emailed to you, or you may need to go back onto the website at a later date to your account and print your certificate.

2. ACT 34 – PA State Police Criminal Record Check – no fee for volunteers.

*****NOTICE: THE CERTIFICATION FORM SHOULD BE PRINTED OR SAVED IMMEDIATELY*****

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Click on <New Record> Volunteers Only
 - Volunteer Organization Name: EASTERN Center For Arts and Technology
 - Phone Number: (215)784-4800
3. Check box under Volunteer Acknowledgement Section then click Accept.
4. “Personal Information” screen is the person requesting the background check (which is you).
 - Enter EASTERN Center for Arts and Technology name and number.
 - Enter your name, address, and phone number. Click next.
5. Verify information is correct and proceed.
6. “Record Check Request Form” is for your personal information; you are only required to enter your first and last name, social security number and date of birth. Click “enter this request”.
7. Click “finished”.
8. “Record Check Request Review” is to verify your information is correct. Click “submit”.
9. After the record check is complete (should only take a few seconds) click on the control number next to your name.
10. Click on “Certificate Form” button and print at least 3 copies of the results page with the state seal watermark.
11. Click on “back” at the upper right-hand corner of the page. You can now exit the website.
12. Please give one copy of the certificate form to EASTERN Center for Arts and Technology and keep the others for your records or future use.

3. ACT 114 – PA Residency Waiver (no cost) OR FBI Federal Criminal History Clearance and Fingerprinting

Supervisors who are **not required to obtain the FBI Clearance because they have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.* -*

- ❖ If you have **not** been a continuous resident of PA for the past 10 years, follow the below directions to register for fingerprinting:

You must fill out the application before getting fingerprinting done.

1. Go to <https://uenroll.identogo.com>
2. Enter our school's code **1KG6Y3**
3. Select "Schedule or Manage an Appointment"
4. Complete the registration information.
5. Schedule your appointment & pay the fee with a credit card(print receipt)
6. After fingerprinting, please provide a copy of the results to EASTERN Center for Arts and Technology.
8. Results are good for 5 years.