

Passage of laws by the State of Pennsylvania recently, mandate that volunteers who have contact with children **must** have required certifications.

Adults (age 18 or older) applying for or holding an unpaid position as a volunteer having direct volunteer contact with children will need certifications.

All prospective volunteers must obtain the following certifications:

- 1) Child Abuse History certification from the Department of Human Services (Child Abuse), and,
- 2) Report of criminal history from the Pennsylvania State Police (PSP)

*****Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is NOT required as long as:

- a) The position the volunteer is applying for is an unpaid position, AND,
- b) The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years.

***** Volunteers who are not required to obtain the FBI certification 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** (see attached) that they are not disqualified from service based upon a conviction of an offense under §6344.

1) Child Abuse Clearance

Web Address: www.compass.state.pa.us/cwis

Under Child Welfare Portal Click on "CREATE INDIVIDUAL ACCOUNT" and follow prompts. Clearance check will take 15 to 20 minutes to obtain.

2) State Police Criminal Check

Web Address: <https://epatch.state.pa.us/>

Click on New Record Check (Volunteer Only) then follow prompts. Clearance will take about 10 minutes to obtain.

Organization Name: Valley Athletic Association

Organization Telephone No: [215-752-9649](tel:215-752-9649)

You can copy and paste the Web Addresses.

3) FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to www.pa.coqentid.com//index_dpw.htm. For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.