

WARWICK SCHOOL DISTRICT
Human Resources Department
301 West Orange Street
Lititz, PA 17543
(717) 626-3734

PROCESS FOR BECOMING A VOLUNTEER

Please read the following instructions carefully.

In order to be considered a “Volunteer” for the Warwick School District, you will need to provide results for the three attached clearances to the Human Resources Department at the Warwick District Office and be approved by the school board during a Board meeting.

Attached are detailed application instructions for each of the three required clearances. Please follow the instructions carefully. **If you check the wrong box or click the wrong link, this could result in a delay of your response or even require completing the clearance a second time thus incurring an additional expense for you.**

Pennsylvania Child Abuse History Clearance – FREE for volunteers

When completing this clearance online, you will print the results. When completing this clearance via mail, the results will be mailed to you. In either case, the Warwick School District does **not** receive a copy. It is your responsibility to provide a copy to the Warwick School District Human Resources Office.

Pennsylvania State Police Criminal Record – FREE for volunteers

When completing this record check online, please be sure to click the “**Certification Form**” link and print the certification form. It is your responsibility to provide a copy to the Warwick School District Human Resources Office.

FBI Federal Criminal History Record

You must click the Pennsylvania Department of Education (PDE) link when registering for this background check. We will not accept FBI results from the DPW or DOB. After completing the registration process and you have been fingerprinted at one of the specified locations, provide your Registration ID# located on the registration receipt to the District Office. This enables us to access your results electronically.

Once you have supplied the District Office with all three clearances for review, your name will be placed on the school board agenda for approval. **Keep in mind that the school board agenda is prepared the Tuesday prior to the school board meeting (one week prior to the meeting).** If your documents are not received before the agenda is prepared, you will have to wait for the next school board meeting to be approved. Once approved, you will receive a letter from the board secretary and will be eligible to begin volunteering at Warwick School District. In accordance with Act 153, clearances will need to be renewed every 5 years in order to keep your volunteer status.

Thank you for your interest in serving as a volunteer.

*****Note: Please also complete and sign the arrest-conviction form found as the final three pages of this document.**

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Act 153 requires school district volunteers to obtain an official clearance statement from the Department of Public Welfare. This is free to volunteers once every 57 months.

INSTRUCTIONS

Select one of the following options:

1. Apply online at <https://www.compass.state.pa.us/cwis>
 - Create a new account (or login if you already have an account)
 - Login and complete the application – results link is available within 14 days
 - Print the results form and provide a copy to the Warwick School District Human Resources Office.

OR

2. For anyone who may not have access to the internet, paper submissions are accepted. Complete the Child Abuse History Certification form (Form CY113) and submit by mail - results will be mailed to you in 2-3 weeks.
 - When the results of this request are returned to you, provide the results form to the Warwick School District Human Resources Office.
 - For the status of a request, please call the Department of Public Welfare Childline and Abuse Registry at (717) 783-6211.

This document is required prior to volunteering with Warwick School District.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
INSTRUCTIONS FOR VOLUNTEERS**

Pursuant to Act 153, all prospective volunteers of public schools who have or will have direct contact with children are required to submit a report of the prospective volunteer's criminal history record information from the Pennsylvania State Police.

INSTRUCTIONS

Apply for your free record check online at <https://epatch.state.pa.us>

- Click on "**NEW RECORD CHECK** (Volunteers only)"
- Read and then check the box for the Volunteer Acknowledgement Section
- Click "Accept"
- Fill in the Personal Information Section
- Click "Next"
- Click "Proceed"
- Fill in the Record Check Request Information Section
- Click "Finished"
- Click "Submit"
- Click on the "Control #" on the Record Check Request Results page
- **Click on the words "Certification Form" to print the certification form**
- Print and provide a copy of the certification form to Warwick School District Human Resources.

This document is required prior to volunteering with Warwick School District.

*Please note that your free volunteer certificate cannot be used for employment purposes.

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FBI Federal Criminal History Record
Instructions and Procedures

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

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com (select the Department of Education (PDE) link). Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, social security number, etc.). There is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee of \$27.00 for the fingerprint service (the fee includes an automatic mailed unofficial copy of results directly to each applicant). Applicants may make their payment online at www.pa.cogentid.com (select the Department of Education (PDE) link) using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.** Applicants will be given a Registration ID# when they complete their application. Applicants must present this number to the hiring entity in order for the public or private school to access the report.
3. 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 will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.
4. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
5. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
6. 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.

7. The applicant's scanned fingerprints will be electronically transmitted to the FBI; after the record check is completed, the FBI will forward the CHRI reports electronically to Cogent Systems which will maintain the reports in a secure database. The electronic process is expected to make reports available (online) within two days. Approved entities will be provided a User ID and Password to access the reports of applicants who provide the hiring entity with their Registration ID. If the applicant is hired, the hiring entity must print and retain a copy of the CHRI in the applicant's personnel file. **Under no circumstances can the school give a copy of the CHRI report to the applicant.**

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

- **The Computer System** - The system will be housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The proposed systems will be configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems will be configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.

Inquiries or Questions

All information regarding process, policy, and fingerprinting locations may be found at www.pa.cogentid.com

Fingerprint Services Sites should contact Blake Godard at bgodard@cogentsystems.com

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or dvolfgang@state.pa.us

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: ____/____/____

Other names by
which you have
been identified: _____

Section 2. Arrest or Conviction

- ☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- ☐ 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 Page 3 of this Form for a list of Reportable Offenses.

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. Child Abuse

- ☐ By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- ☐ By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

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

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

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. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

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"> ▪ 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 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ 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(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (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.