

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.

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 dwolfgang@state.pa.us