

WORK BASED LEARNING EMPLOYER CLEARANCE INFORMATION

Federal & State Clearance Requirements

Pennsylvania law requires that any company entering into a co-op or internship agreement with a school sponsored program designate one adult to secure the required volunteer state clearances and Federal Clearance. The person selected shall be decided based on a consultation with the Coordinator of Work Based Learning at CMTHS. The clearances are valid for 5 years from the verification date that is listed on each clearance. The following 3 clearances must be completed:

Pennsylvania Child Abuse History Clearance

Cost: Free <https://www.compass.state.pa.us/cwis/public/home>

1. Click on create individual account
2. Review Step 1 General Information
3. Click on Step 2 Profile Information, to start process of application

Pennsylvania State Police Criminal Record Check

Cost: Free – There are two methods:

1. Online request - <https://epatch.pa.gov/home> - Click New Volunteer Record Check (
2. Submit a Request Form by mail - Download Criminal Request Form (SP4-164A)

Volunteers

FBI Fingerprinting *

Cost: \$21.35*

<https://www.identogo.com/locations/pennsylvania>

1. Click on Digital Fingerprinting
2. Enter service code: **1KG6XN** (Pennsylvania PDE-Volunteer) 5.2025
3. Review the four blue statements/questions to guide the process for fingerprint completion

*if you have lived in PA for at least 10 years and have not been convicted of a crime, you may complete [the Volunteer Affidavit](#) instead of the FBI Fingerprinting. You will need to have this document notarized, and the original copy submitted to CMTHS.

Paperwork can either be mailed, emailed or contact your Coordinator of Work Based Learning to have clearances picked up.

CENTRAL MONTCO TECHNICAL HIGH SCHOOL

VOLUNTEER AFFIDAVIT

Dated: _____

The undersigned, being duly sworn according to law herein swears and/or affirms that I have been a continuous resident of the Commonwealth of Pennsylvania for a period of at least ten (10) years prior to the date that I executed this Affidavit. Furthermore, I swear and/or affirm that I am not disqualified from serving as a volunteer for Central Montco Technical High School pursuant to §6344(c) of the Pennsylvania Child Protective Services Law, in that I am not named in a statewide data base as the perpetrator of a founded report related to sexual misconduct within a five (5) year period preceding the date of the execution of this Affidavit.

Furthermore, I hereby swear and/or affirm that I have not been convicted of one or more of the following offenses or an equivalent crime under federal law or the law of another State or the District of Columbia:

1. Chapter 25 (relating to criminal homicide).
2. Section 2702 (relating to aggravated assault).
3. Section 2709.1 (relating to stalking).
4. Section 2901 (relating to kidnapping).
5. Section 2902 (relating to unlawful restraint).
6. Section 3121 (relating to rape).
7. Section 3122.1 (relating to statutory sexual assault).
8. Section 3123 (relating to involuntary deviate sexual intercourse).
9. Section 3124 .1 (relating to sexual assault).
10. Section 3125 (relating to aggravated indecent assault).
11. Section 3126 (relating to indecent assault).
12. Section 3127 (relating to indecent exposure).
13. Section 4302 (relating to incest).
14. Section 4303 (relating to concealing death of child).
15. Section 4304 (relating to endangering welfare of children).
16. Section 4305 (relating to dealing in infant children).
17. A felony offense under section 5902(b) (relating to prostitution and related offenses).
18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
19. Section 6301 (relating to corruption of minors).
20. Section 6312 (relating to sexual abuse of children).
21. The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.
22. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act.

I understand that the execution of this Affidavit will only obviate the necessity of securing a federal criminal records check from the FBI and that there is still the requirement to secure a report of criminal history information from the Pennsylvania State Police, a certification from the Department of Public Human Services that the applicant is not named in the statewide database as the perpetrator of a founded report or an indicated report, and is not the subject of a pending child abuse investigation.

I verify that the facts and statements contained in this Volunteer Affidavit are true and correct to the best of my knowledge, information and belief. I understand that any false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4903, relating to false swearing in official matters.

Witness:

Signature

Print Name:

Address:

Sworn to and subscribed
before me this ____ day of
_____, 20____.

Notary Public
My Commission Expires: