

Falk Laboratory School
Volunteer Clearances Instructions

What clearances do I need?

<p>I have been a continuous resident of the Commonwealth of Pennsylvania for the past ten years or more</p>	<ul style="list-style-type: none">• <u>Act 34 Pennsylvania Criminal History Check</u>• <u>Act 151 Pennsylvania Child Abuse Clearance</u>• <u>Application for Exemption from FBI Background Check for University of Pittsburgh Volunteers</u>
<p>I have been a continuous resident of the Commonwealth of Pennsylvania for less than ten years</p>	<ul style="list-style-type: none">• <u>Act 34 Pennsylvania Criminal History Check</u>• <u>Act 151 Pennsylvania Child Abuse Clearance</u>• <u>Federal Criminal History Background Check (with submission of fingerprints)</u>

How do I share my clearances with Falk School?

Once you have obtained all three of the required clearance documents (or two, plus the signed affidavit if you are eligible as a ten-year-or-more Pennsylvania resident) please bring them to the Falk Front Office and present them to Manager of Administrative Operations, Haniza Yaacob-Ritz, or email them as attachments to Haniza Yaacob-Ritz at haniza.yaacob-ritz@pitt.edu.

How do I obtain my clearances?

1) Act 34 Pennsylvania Criminal History Check

- No fee
- Takes approximately five (5) minutes or less to complete online
- <https://epatch.state.pa.us/Home.jsp> (Select “New Record Check (Volunteers Only)” and then accept the terms and conditions of use to access the online form)
- You will receive your results online instantaneously, and can then print them from the “Certification Form” link

2) Act 151 Pennsylvania Child Abuse Clearance

- No fee
- Takes approximately fifteen to twenty (15-20) minutes to complete online
- <https://www.compass.state.pa.us/cwis/public/home> (you will need to create a Keystone ID account unless you already have a valid prior login. Make sure you remember this ID and password because you will need it to retrieve your results. Please note there is no agency code to input for Falk School when you are prompted for one)
- Your application will be processed online, and you will receive an email notification when your results are ready to print

3) Federal Criminal History Background Check

a. Application for Exemption from FBI Background Check for University of Pittsburgh Volunteers Who are Continuous 10-year Resident of Pennsylvania

- No fee
- Takes approximately five (5) minutes to complete
- Print and sign exemption
https://www.hr.pitt.edu/sites/default/files/ChildProtection_VolunteerExemption.pdf

b. FBI Background Check with Submission of Fingerprints

- \$21.35 fee
- Takes approximately ten (10) minutes to complete online, plus time for fingerprinting (choose non-public schools) <https://uenroll.identogo.com>. Use

service code **1KG6ZJ** (for Pennsylvania DHS Volunteer).

- Choose schedule or manage appointment. Complete all questions to pre-enroll for an appointment. Choose “no” when asked if you have the authorization code that you will be using for payment.
- Select a time and location for your appointment and complete the fingerprinting step. Make sure to bring the required forms of identification.
- Unofficial results will be emailed to you within 7-14 business days. Please provide Falk school with a copy of the results.

How long are my clearances valid?

Clearances are valid for five (5) years (this applies to both volunteers and faculty and staff of all schools, including Falk School). The current state law requires volunteers to notify the school within seventy-two (72) hours if they are arrested or convicted of a Disqualifying Offense.

What if I have clearances from volunteering or working for other schools or youth-service-based organizations?

The law permits unpaid volunteers and unpaid appointees to use clearances that are less than 60 months old regardless of whether the clearance was previously obtained for the purpose of employment or volunteer service. However, prior to commencement of service, an individual who relies upon a clearance originally obtained for another entity must sign a disclosure statement to swear or affirm that they have not committed a disqualifying offense.

Print and sign Disclosure Statement

https://www.hr.pitt.edu/sites/default/files/ChildProtection_DisclosureStatement.pdf.

Recertification

Clearances for anyone who is required to have them must be renewed every 60 months from the date of the individual’s oldest certification.

72-Hour Self Reporting

The law requires an employee, appointee or volunteer who has direct contact with children to provide written notice within 72 hours of any arrest or conviction that would constitute

grounds for denying employment or participation in a program, activity or service, or who is named as a perpetrator in a founded or indicated report of child abuse. A list of the offenses that would constitute grounds for reporting an arrest or a conviction is listed below.

List of Reportable Offenses

A Reportable Offense enumerated under Pennsylvania's Child Protective Services Law, 23 Pa.C.S. §6344(c), consists of one or more of the following:

1. Provisions of Title 18 of the Pennsylvania Consolidated Statutes (relating to crimes and offenses) or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania:

- 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 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 3125 relating to aggravated indecent assault
- Section 3126 relating to indecent assault
- Section 3127 relating to indecent exposure
- Section 4302 relating to incest
- Section 4303 relating to concealing death of a child
- 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 relating to corruption of minors
- Section 6312 relating to sexual abuse of children

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," committed within

the preceding five-year period.

3. A founded report or indicated report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.

- Print and sign 72-Hour Self-Reporting of Reportable Offenses Form:
https://www.hr.pitt.edu/sites/default/files/ChildProtection_SelfReporting.pdf

Who do I contact if I have questions about this process?

If you have any questions about Falk's volunteer clearances policy or about how to obtain your clearances, please contact Manager of Administrative Operations Haniza Yaacob-Ritz at haniza.yaacob-ritz@pitt.edu or 412-624-1274.