
INSTRUCTIONS & DISQUALIFICATIONS FOR OBTAINING CHILD ABUSE CLEARANCES

Please complete your application first as it will instruct you which clearances are needed! It is recommended you print this section for use during entering the clearances. Please do not share electronic versions of this document or the application as updates may be required—instead please refer interested members to the original at j.mp/cstpolicy.

PA STATE POLICE CLEARANCE

1. Navigate to <https://epatch.state.pa.us/Home.jsp>
2. Select *New Record Check (Volunteers only)*
3. Read fine print and *Accept*
4. Fill out personal information. This is for the record requestor, which is yourself. Organization is *Weavertown Mennonite Church*. Note: you can leave organization phone number blank
5. Select *Proceed*
6. Fill out *Record Check Request Form*. This is the personal information on the applicant, which is yourself. Select *Enter this Request*.
7. **Scroll to bottom** and select *Finish* (do not enter your personal information again).
8. *Submit*
9. At the Results screen, note the record information (e.g. name, date, and control #) and note it on your application. **Also recommended** to highlight and copy this data and paste it in an email to weavertowncst@outlook.com or save it for yourself. **The CST cannot verify your record without this information. If you allow this screen to time out, you will need to submit the request again (and pay for it since it is less than 57 months since last check).**

PA ABUSE CHECK

1. Navigate to <https://www.compass.state.pa.us/cwis/public/home>
2. Select *Create Individual Account*. If you already have a Keystone ID (e.g. online license plate renewal), you can skip to step 4.
3. Create a Keystone ID. You will need to verify your email address prior to proceeding.
4. Return to the Compass home page (step 1) and select *Individual Login*
5. Select *Access My Clearances*
6. Read the fine print and select *Continue*
7. Login with your Keystone ID
8. Read fine print, select your agreement to terms and choose *Next*
9. Read Disclosures and select *Continue*
10. Select *Create Clearance Application* (unless this is not the first time)
11. Select *Begin*
12. Select *Volunteer Having Contact with Children*; Category: *Other*; Agency: *Weavertown Mennonite Church*; then select *Next*
13. Enter your personal information then choose *Next*
14. Enter your mailing address. Under *Certificate Delivery Method*: you do not have to have a paper copy so selecting *No* is acceptable.
15. Enter all addresses since birth (as many details as you know), then select *Next*.
16. Add *Household Members*, then select *Next*.
17. Verify summary details and select *Next*

18. Certify that information is correct and continue
19. Application Payment: Weavertown does not have a code. Select *Submit Application*.
20. You will get an email within 14 days of submission (usually quite quickly), or login to the site again in a few days to check for the results of your clearance.
21. Save the clearance PDF to your hard drive and email a copy to weavertowncst@outlook.com (please include your name and date in the subject line).
22. Record the date of the clearance on your application.

FBI (IF APPLICABLE)

1. Navigate to https://www.pa.cogentid.com/index_dpw.htm
2. Select *Register Online* (on the right)
3. You will need to pay \$27.50 for this service + \$10 (?) to be fingerprinted by Cogent at a UPS store. You may contact the deacon if you wish to be reimbursed for this.
4. Enter Agency information (leave Agency ID blank): *Weavertown Mennonite Church, 2900 Church Rd, Bird in Hand, PA 17505*.
5. Reason Fingerprinted: *DHS Volunteer*
6. Enter your personal information
7. Select *Next* and verify your information
8. Enter your payment information.
9. Print or Email (to yourself) the Confirmation screen: You will need this to complete the fingerprinting. Recommended to copy and paste this into your email to weavertowncst@outlook.com.
10. Find a fingerprint location at https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html or in the confirmation screen. Walk in only (no appointments). The nearest location is the UPS store 1390 Columbia Plaza (Stone Mill Plaza). You have 90 days to get fingerprinted.
11. Within a couple weeks after fingerprinting, you will be mailed a watermarked response listing your record (or lack thereof). This must be physically presented to a member of the CST to be copied/scanned by them.

DISQUALIFICATIONS FOR APPROVAL TO SUPERVISE MINORS

§ 6344 (c) specifies the following "grounds for denying employment or participation in program, activity or service:"

(1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

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 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).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

(3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense 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 five-year period immediately preceding verification under this section.

(c.1) Dismissal.--If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.

Additionally, the CST may disqualify a volunteer for approval to supervise minors based on other criteria listed in the *Approved Volunteers List* section of the policy.

SOURCE:

Pennsylvania General Assembly: *Chapter 63*

<http://www.legis.state.pa.us/CFDOCS/LEGIS/LI/consCheck.cfm?txtType=HTM&ttl=23&div=00.&chpt=063.&CFID=224154444&CFTOKEN=11851291>