

TO: All Staff and Volunteers
FROM: Dr. Joseph W. Pasquerilla
DATE: January 23, 2015
SUBJECT: Act 153 of 2014 – Child Protective Services Law / Clearances (revised)

The following correspondence pertains to the new Act 153 (Child Protective Services Law - CPSL), which was recently adopted by the Pennsylvania legislature and signed by Governor Corbett. Please read this carefully and follow the directives. Per Act 153, failure to follow these directives could result in discipline and termination.

Act 153 amends and expands on the existing Child Protective Services Law (CPSL) and includes provisions creating clearance requirements for unpaid volunteers in schools, as well as requiring updated clearances every 36 months for school employees and volunteers. The following highlights the new state requirements applicable to school districts and its volunteers and employees:

There are three (3) required clearances as follows:

- Act 34 – criminal
- Act 151 – child abuse
- Act 114 – FBI – fingerprinting

(More information on obtaining these clearances will follow at the end)

For All Volunteers:

Effective July 1, 2015, all three (3) clearances will be required for all volunteers. The only exception to the volunteer clearance requirement with respect to Act 114, applies if the volunteer applicant has been a Pennsylvania resident for ten (10) years prior to application, and swears by written affirmation that he or she is not disqualified due to a conviction for any crime listed in the CPSL (which is attached). If this is the case, and the volunteer swears and affirms in writing to the above, then the volunteer will not need Act 114 -fingerprinting, but will still need the other two clearances (Act 34 and Act 151) before you can volunteer.

All new volunteers will need to submit clearances no later than July 1, 2015 or before you will be permitted to volunteer. Existing volunteers who do not have clearances or whose clearances are older than 36 months old as of July 1, 2015, must update and submit all 3 new clearances by July 1, 2015. You will need all 3 clearances unless, as stated above, you can swear by written affirmation that you have lived in Pennsylvania for 10 years and you have no reportable offenses that would disqualify you from volunteering. Then you will only need to submit Act 34 and Act 151 clearances. Per Act 153, any volunteer who willfully fails to disclose required information commits a

misdemeanor of the third degree, and shall be subject to discipline, up to and including termination. Volunteers will need to keep their clearances updated every 36 months to continue to volunteer. The 36 month anniversary will be determined by the clearance which has the oldest date. You should keep track of your 36-month anniversary due date.

For all Employees (effective December 31, 2014):

- All school employees are now required to provide to the school district all three updated clearances every 36 months. The 36 month anniversary will be determined by the clearance which has the oldest date.
- For current school employees with current clearances issued prior to December 31, 2014, must provide all three updated clearances within 36 months of the anniversary date. For example, if your clearances are dated March of 2012, then they are due March of 2015.
- For current school employees with clearances that are older than 36 months, must provide all three updated clearances no later than December 31, 2015.
- All new hires will continue to need clearances that are dated less than one year old.

Per Act 153, any employee who willfully fails to disclose required information commits a misdemeanor of the third degree, and shall be subject to discipline, up to and including termination. Please keep track of your 36-month anniversary due date to make sure you submit updated clearances to the School District when due.

This information is being provided to you per the most updated information provided to school districts on this new law.

Following is information on the three clearances which you may find helpful. Cost involved will be your responsibility.

Act 34 – Criminal:

You can either apply directly online or obtain the application form online at <https://epatch.state.pa.us>. If not applying directly online, the form can still be obtained online under the “help tab”, then “SP4-164 form”. 1-888-783-7972 (\$10) (A copy of the current application is also on our website)

Act 151 – Child Abuse:

Applications can be found online at www.dhs.state.pa.us – Form #CY113 - under “find a form” – 113. Or you can apply directly online at <https://www.compass.state.pa.us/CWIS>. 1-877-371-5422 (\$10) (A copy of the current application is also on our website)

Act 114 – FBI Fingerprinting:

Instructions can be found at www.pa.cogentid.com. Also, you can either register online at that same website - www.pa.cogentid.com or by calling 1-888-439-2486. (\$27.00)

The Act 114 (FBI) Clearance is a multiple step process.

- It first requires you to register with Cogent Systems – as mentioned, either online at www.pa.cogentid.com or by phone (1-888-439-2486). When registering, make sure you choose the Dept. of Education – PDE option. Also, make sure you check that you give permission for the School District to obtain your results.
- Cogent will then assign a Registration ID Number to you that will begin with the letters “PAE.” This ID # is important and you should keep track of this number as you will need this when you go to the fingerprinting site and also to provide the number to the School District. Please provide this PAE # to Northgate School District once you have the fingerprinting done by either calling 412-732-3300, ext. 2110 or via e-mail at admin114@northgate.k12.pa.us
- Fingerprinting sites can be found on the Cogent website mentioned above, along with instructions.

Please submit all clearances to the Superintendent’s office at Northgate School District, at Northgate Administration Center, 591 Union Ave., Pgh., PA 15202, and also, you should keep a copy of your clearances sent to you from the agencies for your records so that you can keep track of your 36-month anniversary due date.

Thank you for your cooperation in adhering to these new state laws.