

Volunteers:

❖ 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 on that site under the “help tab” - “SP4-164A” for volunteers. If applying on line, **please make sure you click on the Control # and then Certification form** at the end for the actual results and print 2 copies (1 for yourself and 1 for the District) – the Patch system will only provide one opportunity to obtain and print the results. *(Tip: Once the Search Results table appears, click on Control Number, and record check details page is opened. Click on the Certification Page to access the clearance results and print.)* 1-888-783-7972.

❖ 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 (print 1 copy for yourself and 1 for the district)

❖ Also, you need to complete a PDE-6004 form

❖ Also, complete and submit certificate for Act 126 mandated training (child abuse recognition), which you can do online for free

-You can do online training for free at: <http://pdesas.org/> to set up account and then go to <http://pdc.pdesas.org/> (Or) also online for free at www.reportabusepa.pitt.edu/

❖ Volunteers can opt to do affidavit instead of fingerprinting if the Volunteer has lived in PA for 10 years and has not committed any of the crimes listed in the CPSL, but listed below are instructions for fingerprinting if you are not doing the affidavit.

Act 114 – FBI Fingerprinting (if not doing affidavit): *(Volunteers: Instructions below are for fingerprinting, but as previously mentioned, rather than fingerprint, you can opt to complete the affidavit and have it notarized if you have lived in PA for 10 consecutive years and have not committed any of the crimes listed in the CPSL) (The affidavit can be found on the District website)*

-This is a multi-step process: **1st** - you register, either online at <https://uenroll.identogo.com> or by phone at 1-844-321-2101 (volunteers should use code 1KG6Y3); **2nd** – you go to an approved fingerprint site to be fingerprinted (which can be found on their website), and **3rd** – once you have been fingerprinted, provide the UEID number to the School District.

Please also fill out a volunteer cover sheet (make sure you keep 1 copy of documents for yourself also)