

**NEW CLEARANCE REQUIREMENTS
FOR
DESIGNATED ADULT SUPERVISOR OF STUDENT INTERNS**

House Bill 1276 Child Protective Services Law (CPSL) now requires the following background check clearances for the adult who is considered the designated supervisor for a student employee (paid or unpaid). All clearances are valid for 5 years.

Please see the following quote from the bill as well:

“The designated adult supervisor is required to be in the child’s immediate vicinity at regular intervals during the program. Immediate Vicinity is defined as ‘an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.’ Regular intervals are not defined by the bill.

Clearance Instructions and links are provided below:

- **Criminal Background Check:** can be processed on the PA State Police website at <https://epatch.state.pa.us>. Clearance results are usually received on-line instantly. We need a copy of the certificate—Click on the certificate link. Forward results to gwerner@tvsd.org or amorgan@tvsd.org.

Please note that you may use the volunteer link—no payment required.

- **Child Abuse Clearance:** Child abuse clearances can be processed online at <https://www.compass.state.pa.us/CWIS>. Online applicants are required to create an account first—save your logon ID/password so that you can re-enter the site to print your certificate when it arrives. Forward results to gwerner@tvsd.org or amorgan@tvsd.org.

Please note that you may use the volunteer link—no payment required.

- **FBI Federal Criminal History Record: This does not need to be completed if you have been a resident of PA for the past 10 years.**

In order to obtain the FBI clearance, you must register and pay online prior to visiting the fingerprinting location. The cost is approximately \$22.00. You must register first at <https://uenroll.identogo.com/> (use the service code: 1KG756) and take the information provided from the site and a Photo ID with you to the fingerprinting location of your choice. You may forward confirmation number to gwerner@tvsd.org or amorgan@tvsd.org. Once you receive your clearance please scan and email us a copy, or let us know and we will stop by to pick it up.

It is recommended that you choose the on-line registration as results are obtained immediately.

Fingerprint Locations

After registration, the applicant proceeds to the fingerprint site of their choice from the approved list for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location before arrival.

Please forward copies of your clearances to the Internship Coordinator at Twin Valley High School BEFORE a student can begin internship. You may forward or scan clearances to Gwen Werner at: gwerner@tvsd.org or Angela Morgan at: amorgan@tvsd.org or fax to 610-286-8604.

Thank you!

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