Clearance Form Instructions

If you are a volunteer in a COMMUNITY PROGRAM that requires clearances or if you are registered for a class that has a FIELD PLACEMENT component in which you work in a local school as a tutor, observer, or student teacher, you need to obtain the following three clearances BEFORE you start your work with children:

1. ACT 151 PA Child Abuse History Clearance Form
2. ACT 34 PA Criminal History Record Check
3. Act 114 FBI Criminal History (Fingerprint)

- Getting the clearances proves that you have NO HISTORY of child abuse or criminal activity. If you have been charged with an offense, you will not have a clean record; therefore, you will not be allowed to have a field placement in any school.
- Completed clearances, once filed in the Education Dept Office, will be valid for three years. You will not be assigned a field placement until you have submitted proof of all 3 clearances to the Education Department office (Olin 457) or to the staff person coordinating your volunteer placement.

INSTRUCTIONS for all 3 clearances: The FBI fingerprinting clearance requires a credit card. If you do not have a credit card please contact the academic assistant in the Bucknell Education department for payment alternatives (call 570-577-1324).

Act 151: PA Child Abuse Clearance (online). No fee for first time volunteers.
The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account. Child Abuse History Clearance Online: https://www.compass.state.pa.us/CWIS
Be sure to use your CAMPUS address, not your home address! Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. You must include your social security number to have immediate access. For purpose of clearance, select volunteer. You will receive an email when the results of your background check are available. SAVE that email! Go back to the site to retrieve your actual certificate, SAVE it electronically, and SEND a copy to the Education Department.

ACT 34: Pennsylvania Criminal History Record Check (you must PRINT the Certificate). No fee for volunteers.
1. Go to https://epatch.state.pa.us/Home.jsp and click on “submit a new record check”.
2. Select “Education” for the reason.
3. No fee for VOLUNTEER.
4. When you are ready to print, double click on “Control #” and then click the blue “Certification Form” link. Print 2 copies of the results (one for you to keep and a second copy for the Educ Dept.)
5. If you should lose this form, you can go back to the site with your information later (within a year) and reprint it. If you don’t have the control number, you can call their Helpdesk 1-888-783-7972 for it.

Act 114: FBI Criminal History (Fingerprint)
1. Go to http://www.pa.cognetid.com and click on “Pennsylvania Department of Education.” Then click on “Register Online.” Have a credit card ready.
2. Read the disclaimer and continue.
3. Choose “School Districts” from the “Reason Fingerprinted” pull-down menu.
Use your university campus mailbox address.

4. At the end of the registration process, you will get a page that has a Registration ID that starts with PAE. **Print this page.** Take it along with a picture ID to the fingerprinting site – on campus at Public Safety. **Please note that this form is NOT your results; it is merely proof that you registered and paid.**

5. Once the fingerprinting is completed, you will receive in the mail (at the address you entered on the form) a document called “Civil Applicant Response.” Please bring or send an electronic copy of this document to the Education dept. If you experience a delay in receiving your results document, you can contact the Education Department to have an authorized user of the Cogent system retrieve your results.

6. The university will have access to the official record results electronically for one year. The unofficial copy (the “Civil Applicant Response”) will arrive in the mail in a few weeks.

When you obtain the clearances, bring copies to the Education Department office and **retain the originals!** If you have questions, please call 570-577-1934 or 570-577-1324.