



## CENTRAL BUCKS SCHOOL DISTRICT

LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

August 27, 2015

Dear Central Bucks School District Volunteer,

Volunteers play a vital role in supporting the staff, students, and programs of our schools in the Central Bucks School District (CBSD). Thank you for your interest in volunteering at CBSD.

On October 22, 2014, Act 153 of 2014 was signed into law which changed background check requirements for employees, contractors and volunteers. This law requires action on your part in order to remain or become a volunteer at CBSD. **Effective July 1, 2015**, all employees, contractors and **volunteers are required to obtain new clearances (Child Abuse Certification, PA State and Federal criminal history checks) every five (5) years.**

The law includes the following provisions\*\*

- If you were approved as a volunteer before August 25, 2015, and **you do not have certifications** (because you previously were not required to obtain certifications) you have until July 1, 2016, to obtain your certifications.
- If you were approved as a volunteer before August 25, 2015, and **you have certifications** because your organization required one or all of them and your certifications are older than 60 months, you also have until July 1, 2016, to obtain your certifications.
- If you were approved as a volunteer before August 25, 2015, and you **have certifications because your organization required one or all of them and your certifications are less 60 months**, you have until 60 months from the date of your oldest certification to renew your certifications and to obtain any certifications now required that you may not have previously required to obtain (i.e. if your organization required the Child Abuse certification, but not the PSP certification, when your Child Abuse certification expires based on the 60 month cycle, you would naturally add in any of the other required certifications).

**\*\*IMPORTANT NOTE:** Nothing prohibits an organization or person responsible for a program, activity or service, from requiring and/or establishing additional standards. Therefore, since CBSD did not have a volunteer approval process in effect prior to this new law, and in the best interest of the safety and security of our students, the district has chosen to **not accept** the delineation outlined above. CBSD is **requiring all volunteers to submit new background checks to Human Resources prior to volunteering in the 2015-2016 school year.**

Please see page 2 for additional important information including links to the websites you will use to register for and obtain the required clearances and instructions for submitting the clearances and certifications to the Human Resources Department.

The PA State Police Criminal Background Check and PA Child Abuse History Certification are required of ALL volunteers. In addition, the Federal (FBI) Fingerprinting check *may be required* of some volunteers.

## **CLEARANCES/CERTIFICATIONS**

### **1. PA State Police Criminal Record Check – Required of all volunteers:**

<https://epatch.state.pa.us/Home.jsp>

Completed online, instantly available to print, save and/or provide electronically

### **2. PA Child Abuse History Certification - Required of all volunteers**

<https://www.compass.state.pa.us/cwis/public/home>

Completed online and will be mailed and emailed to you within 14 days.

### **3. Federal (FBI) Criminal History Record Check (Fingerprinting) - Waived for some volunteers – see “b” below. [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)**

#### **a. Volunteers who have not resided within PA for the past **10 consecutive years must complete the FBI fingerprinting record check. This is a 2-STEP process:****

(1) Register and pay online (\$27.00) and schedule your fingerprinting appointment.

Print the registration receipt with the PAE number. This receipt must be provided to Human Resources.

(2) Visit a fingerprinting site to have your fingerprints scanned and submitted electronically. You may also schedule a fingerprinting appointment through CBSD by contacting 267-893-2010.

#### **b. Volunteers are exempt from the fingerprinting check if they meet both of the following requirements:**

- **Have resided within Pennsylvania for the past 10 consecutive years; AND**
- **Complete and return the notarized Volunteer Affidavit (p. 4).**

PA State Police Background Check and PA Child Abuse Certification fees were waived by the state effective July 25, 2015 for volunteers. New volunteer clearances must be dated within one year. By law, if you do not have these documents submitted on or before their expiration date, your ability to volunteer will be in jeopardy.

When you have all required clearances and the Volunteer Agreement, please visit the CBSD.org website and view the brief instructional video about the online Volunteer paperwork submission process. Once your file has been reviewed by Human Resources, you will be contacted by email with additional information. Please do not drop off paperwork at the HR office as we are trying to keep an online data base of our volunteers.

If you have any general questions, please contact the office of Human Resources at [hr@cbsd.org](mailto:hr@cbsd.org). If you need assistance with the online submission process, please call 267-893-2086.

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