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CLEARANCE INFORMATION:

Act 153 of 2014 recently amended the Child Protective Services Law mandating new regulations for any employee providing “the care, supervision, guidance or control of children or routine interaction with children.” to obtain and/or update clearances every 36 months. Under the new legislation, all current employees are required to submit the following: Act 34 Criminal Background History, Act 114 Federal (FBI) Criminal History, and Act 151 Child Abuse Clearance prior to the first day of operation for the public. This will apply to employees age 18 and over. Thereafter, your clearances will need to be renewed every 36 months (3 years). It will be the employee’s responsibility to renew and submit their clearances as required.

Instructions for obtaining these clearances are listed below or you may use the independent company for obtaining your clearances. Please provide copies (stapled together) of these clearances to the Pool Manager prior to the first day of the pool facility’s operation.

EMPLOYEES OF ZELIENOPLE COMMUNITY PARK: Beginning June 2015, employees will only need to provide two clearances. Act 34 Criminal Background History and Act 151 Child Abuse Clearance.

Clearance Application Directions

Act 34 Criminal Background Check

Criminal reports may be obtained electronically from the Pennsylvania State Police at <https://epatch.state.pa.us/>

- Click on "Submit a New Record Check" You will be required to enter a valid credit card, which will be charged **\$8.00**
 - At the bottom of the page click to accept the terms and conditions
 - Complete the fields
 - **Reason: other**
 - Click next
 - Verify the information by clicking proceed
 - Complete the fields and click on enter the request
 - Click finished
 - Click submit and enter the credit card information
 - Once the search results page appears, click on the Control Number to open the details page
- Click Certification Page to access your official clearance and print

Act 151 Child Abuse Clearance – if experiencing issues with Internet Explorer, please try a different web browser

The Child Abuse report application may be obtained electronically at <https://www.compass.state.pa.us/CWIS>

- Create a new account – you will need an email address
- Click on next
- Keystone ID: create a username
- Complete the fields and click on finish
- Follow the prompts for creating a password
- Log in
- You will be required to enter a valid credit card, which will be charged **\$10.00**
- Click through the continue and next prompts
- Click on "Create a Clearance Application"
- Read through and click "Begin" at the bottom of the page

Act 114 Federal (FBI) Criminal History Report

Federal (FBI) Criminal reports may be obtained electronically from the Pennsylvania State Police at https://www.pa.cogentid.com/index_pdeNew.htm

- Click on "Register Online" on the right side of the screen
- Click the check box to accept the terms
- Click continue
- You will be required to enter a valid credit card, which will be charged \$**28.75**
- Complete the fields for credit card information.

Once registered online, print the receipt. You will need to bring the receipt and photo id to an approved fingerprint site. The following is a list of approved sites in our area. (Call first to be sure they are open).

Company	City	State	County
Intermediate Unit 4	Grove City	PA	Mercer
The UPS Store 5097	Butler	PA	Butler
The UPS Store 1600	Cranberry Township	PA	Butler
CCIS of Lawrence County	New Castle	PA	Lawrence
A Plus Mobile Fingerprint Services	Butler County and surrounding area	PA	10 + applicants,

Once your fingerprints have been scanned, submit the receipt as your proof.