



Schuylkill Technology Center

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To: all Employers of STC Cooperative Education Programs
From: Tim McGinley - STC Cooperative Education coordinator
Re: Federal and State Background Checks and Clearances
Date: 09/01/2015

Pennsylvania State Law (Act 15) now requires that companies entering into cooperative education (co-op) or internship agreements with schools must have one adult with (three) clearances who will be designated as the supervisor of the student (includes student-learners who are 18 years old). The "designated supervisor" shall be the person responsible for the student's welfare while at work. This supervisor must be in the "immediate vicinity" (an area in which he/she is physically present with the student and can see, hear, direct and access the activities of the student at regular intervals). The Schuylkill Technology Center will file a copy of each clearance, which are valid for 60 months/5 years (unless a known offense occurs).

- *Thank you in advance for your continued support of STC school to work programs, and for your efforts to help make work sites safer for all student learners.*

HOW TO OBTAIN BACKGROUND CHECKS:

- ✓ **(Act 151) Pennsylvania Child Abuse History Clearance (\$8.00)**
Requests for clearance statements (now called "certifications") may be made on line at <https://www.compass.state.pa.us/CWIS>. Paper submissions of the clearance statement request form (CY113) may be accessed via the Department of Human Services (DHS) website and mailed to the ChildLine and Abuse Registry, Pennsylvania Department of Human Services, P.O. Box 8170, Harrisburg, PA. 17105-8170. NOTE: the online process is much quicker than mailing the form.
- ✓ **(Act 34) Pennsylvania State Criminal Record Check (\$8.00)**
Pennsylvania State reports may be secured online using the state police website - <https://epatch.state.pa.us> or by accessing Form SP4-164 on the PA State Police website and mailing the request form to the Pennsylvania State Police Repository-64, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758. Questions concerning PA State Police checks may be directed to 1-888-QUERYPA (1-888-783-7972). NOTE: the online process will have immediate results if there is no record.
- ✓ **(Act 114) Federal Criminal History Record - fingerprinting (\$27.00)**
To request FBI reports for the Department of Education, application forms and instructions are available online at pdenew.htm (Cogent Applicant Fingerprint Registration) or by calling 1-888-439-2486. You must register online and then call for an appointment to have the fingerprinting done (Frackville - STC: 874-1034 ext. 4880 & Pottsville - Lifelong Learning Center: 570-628-5761).