

**Background Check Requirements**

BCS encourages parents and grandparents to volunteer in our school. We believe that volunteers make a valuable contribution to our students, faculty and staff. In order for you to support our school, proper clearances must be obtained. Volunteers with direct supervision over children that might read to children, fill in as a fieldtrip chaperone, help out with Run Club or coach will be required to file all the clearances below. Volunteers will be required to recertify every five years.

**Act 151 - PA Child Abuse History Clearance:**

* Volunteer Clearance: Free (not valid for employment)
* Employment Clearance: $13.00 payable online (BCS will reimburse)
* Child Abuse History Clearance online: <https://www.compass.state.pa.us/CWIS>

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.

For electronic submission, create an individual account and follow the prompts making

 sure you go all the way to the end.

 Please print out results and submit to BCS – Cindy Graul.

* For paper submission, please see Cindy Graul for the form.

**Act 34 - PA Criminal Record Check:**

* Volunteer Clearance: Free (not valid for employment)
* Employment Clearance: $22.00 payable online (BCS will reimburse)
* PA Criminal Record Check online: <https://epatch.state.pa.us>

Results can be printed, please submit to BCS – Cindy Graul.

* For paper submission, please see Cindy Graul for the form.
* Notations: Fill in Bethany Christian School as Organization, BCS Phone # is 610-998-0877;

Do not fill in the Identity Theft #; Once you have entered your request, scroll down and select Finished; Once the Record Check Request Review has been submitted, wait for it to process and click on your Control # and select the Certification Form to print.

**Act 114 - FBI Fingerprinting:**

* Registration fee is $23.85 (not reimbursable). Payable at the Fingerprinting Location by using a credit card or money order.
* Pre-register online at [www.identogo.com](http://www.identogo.com)
* Select Get Fingerprinted/Select the state of PA & Go/Choose Digital Fingerprinting/Enter the Code 1KG6V5 & Go/Before scheduling be sure to check out what you need to bring/Schedule or Manage Appt./ Enter personal information & Next/ Schedule Appt./Enter zip code & Search/Select location & Next/Choose a date and time & Submit/Print & select Done
* After registering online, take the printed receipt to the fingerprint site.
* Once you have completed your fingerprints, the results will be sent, please bring in the unofficial report received in the mail to BCS – Cindy Graul.
* Volunteers Only: If you have lived in PA for ten years you can sign an Exception Waiver instead of the FBI fingerprinting. A waiver may be given upon request.