



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

EASTERN PA

PA NEW BACKGROUND CHECK REQUIREMENTS FOR VOLUNTEERS

Effective July 1, 2015 (Revised July 26, 2015), the Commonwealth of Pennsylvania has adopted a new law for background checks for volunteers with direct contact with children.

WHO NEEDS THE NEW BACKGROUND CHECKS / CLEARANCES?

ALL ACE mentors registered in the national (beginning in the Fall of 2015) will need to obtain the three background checks outlined below.

STEPS TO GET ALL (3) CLEARANCES

BACKGROUND CHECKS REQUIRED:

1. CRIMINAL BACKGROUND CHECK | VERIFIED VOLUNTEERS

A criminal history report from the Pennsylvania State Police.

Upon registration on the ACE National Database, **you will receive an email from the Affiliate Director inviting you to participate in the background check process facilitated by our third party vendor – VERIFIED VOLUNTEERS.**

PLEASE NOTE THAT THE MENTOR MUST ORDER EACH CHECK LISTED BELOW:

2. CHILD ABUSE HISTORY CLEARANCE

A Child Abuse History Clearance from the Department of Human Services (Child Abuse)

Please visit this link for application: <https://www.compass.state.pa.us/cwis/public/home>

3. FBI – FEDERAL CRIMINAL HISTORY CLEARANCE (FINGERPRINTING)

EITHER:

a. If the applicant has **lived in the Commonwealth of Pennsylvania continuously for than 10 years and unpaid (volunteer)**, they must complete a declaration that affirms in writing that he or she is not disqualified from service under section 6344(c) of the Act or “has not been convicted of an offense similar in nature to those crimes listed in section 6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.” (A declaration is attached)

b. If the applicant is being **paid or has lived outside the Commonwealth of Pennsylvania in the last 10 years**. The applicant must get a Federal Criminal History Record from the Federal Bureau of Investigation which includes fingerprinting.

Please visit the link for registration: https://www.pa.cogentid.com/index_dpw.htm



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

EASTERN PA

You will receive an invitation from your Affiliate Director in order to participate in the clearance facilitated through our third party vendor – Verified Volunteers.

HOW MUCH WILL THIS COST?

- The Criminal Background Check clearance – Verified Vendors (payment optional)
- The Child Abuse clearance costs \$10*
- The FBI clearance costs \$27.50 through the Department of Human Services
- The FBI clearance costs \$28.75 through the Department of Education

* The cost will be waived if the mentor states that they are getting the background check for purposes of serving as a volunteer and list ACE. See Sample application for fee waiving information.

WHO PAYS FOR CLEARANCES?

The mentor is responsible for paying the cost of the required clearances at the time the clearance is requested. The mentor can submit their receipt to the affiliate for reimbursement.

To submit a receipt, please send a copy of your documentation to:

Tiffany Millner, AIA, NOMA

Email: easternpa@acementor.org

Mail: 36 South 18th Street Philadelphia, PA 19103

REPORTING OF BACKGROUND CHECK APPROVALS

By law, each affiliate will need to collect all three approvals for every mentor.

Each mentor should make a copy of all three certificates of approval and submit with the attached checklist. Please submit all three clearances at once.

Please submit the clearances as soon as they are received in order to prevent delay in your mentoring status. Submit a copy of clearances to:

Tiffany Millner, AIA, NOMA

Email: easternpa@acementor.org

Mail: 36 South 18th Street Philadelphia, PA 19103

PENNSYLVANIA SUBMISSION OF BACKGROUND CHECK APPROVALS CHECKLIST



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

EASTERN PA

NAME _____

COMPANY _____ EMAIL _____

Attached to this form are the certificates of approval for the (3) background check requirements for the Commonwealth of PA.

_____ **CRIMINAL BACKGROUND CHECK | VERIFIED VOLUNTEERS**
A criminal history report from the Pennsylvania State Police through our third party vendor – Verified Volunteers

_____ **CHILD ABUSE HISTORY CLEARANCE**
A Child Abuse History Clearance from the Department of Human Services (Child Abuse) (Form CY113)

(SEE BELOW) **FBI – FEDERAL CRIMINAL HISTORY CLEARANCE (FINGERPRINTING)**
A full Federal Criminal History Record from the Federal Bureau of Investigation which includes fingerprinting – if applicable (see below)

EITHER

_____ Declaration that affirms in writing that he or she is not disqualified from service under section 6344(c)

OR

_____ Federal Criminal History Record

SIGNATURE _____ DATE _____