

**PENN LEGACY SOCCER**  
**BACKGROUND CHECKS AND CLEARANCES GUIDELINES FOR THE 2017-18 SEASON**

**VOLUNTEER COACHES, ASSISTANT COACHES, AND PROGRAM VOLUNTEERS**

Changes in state law in 2014 mandated that nonprofit organizations (and most other agencies and schools) across the Commonwealth of Pennsylvania obtain background clearances for their employees, independent contractors, and volunteers. We came into compliance starting July 1, 2015.

Since soccer clubs across the state rely on a mix of paid employees and contractors, as well as volunteers, our state sanctioning body, EPYSA, has provided further guidance and resources on this evolving regulatory matter.

- [http://www.epysa.org/membership/pa\\_child\\_protection\\_laws\\_clearances/](http://www.epysa.org/membership/pa_child_protection_laws_clearances/)

More information about the new state statutes and implementation can be found at this website.

- <http://www.keepkidssafe.pa.gov/clearances/index.htm>

**THREE BACKGROUND CLEARANCE CHECKS**

Beginning July 1, 2015, an adult applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children will need clearances. **Penn Legacy has determined that all coaches, assistant coaches, and program volunteers (e.g. Directors) must complete and submit the following items to Penn Legacy Soccer by September 1, 2017 in order to coach this upcoming season (Fall 2017).** The Penn Legacy Board of Directors has determined that coaches/assistants will not be allowed to take the field or meet with their team without the below clearances.

***The clearances are good for 60 months. If you have obtained clearances from another organization, they are portable and may be used with Penn Legacy. If you already have your clearances, please go to the bottom of the page for instructions on how to submit them to Penn Legacy. If your certifications are older than 60 months, you also have until September 1, 2017, to renew your certifications.***

Before you can take your spot as a volunteer coach/assistant or program volunteer for Penn Legacy, you need to start three background clearance checks as required by Pennsylvania law.

1. Act 151 (PA Child Abuse History Clearance) (Free)
2. Act 34 (PA State Police Criminal Record Check) (Free)
3. Act 114 (FBI Federal Criminal History w/ fingerprinting) (For PA residents who have lived in PA for LESS than 10 years) (\$27.50)

For PA residents who have lived in the state of PA for 10 years or MORE:

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. Signed and notarized ACT 153 Volunteer Affidavit: [Click for Volunteer Affidavit](#)

For PA residents who have lived in PA for LESS than 10 years:

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. FBI Criminal History Background Check w/ fingerprinting

Given the length of time required for these checks, it is important you follow the steps below promptly.

**ACT 151 (PA CHILD ABUSE HISTORY CLEARANCE)**

The club requires that the PA Child Abuse background clearance check be started before you can begin working with kids as a volunteer coach or program volunteer. If you have had a PA Child Abuse Clearance done within the past 36 months, you can use the results of that clearance and do not need to do another PA Child Abuse Clearance. The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal, [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).

To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have a family member who died, please enter the age they were when they died. If you do not provide the names of your parents, your clearance will be delayed. Also your clearance will be processed more promptly if you provide your social security number, though this is not required.

To complete this clearance:

1. Go to <https://www.compass.state.pa.us/cwis> and create a new account. To do that you need to provide basic personal information and create security questions. (If you have already created a Keystone ID for work-related purposes such as school district employment, you can skip steps 1, 2 and 3 and simply go to step four and access your clearances.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at <https://www.compass.state.pa.us/cwis>. This time create a permanent password.
4. You will then log on again to <https://www.compass.state.pa.us/cwis> and start a clearance application.
5. You will need to provide addresses where you have previously lived since 1975, names of all individuals with whom you have lived and any previous names you have used or been known by such nicknames, aliases, or maiden names.
6. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.
7. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records.

If you do not receive your clearance within three weeks by mail, please call (toll free) 1-877-371-5422. You will have 90 calendar days to submit your clearance records to Penn Legacy (see below process).

#### **Act 34 (PA State Police Criminal Record Check)**

To complete the **State Police Background Check**, applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at:

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

#### **ACT 114 (FBI FEDERAL CRIMINAL HISTORY w/ FINGERPRINTING) (if required)**

All PA resident club volunteer coaches or program assistants who have lived in PA for LESS than 10 years are required to complete a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. If you have been fingerprinted by the FBI in the past 36 months through the **Department of Human Services**, you can use the results of that clearance and do not need to be fingerprinted again.

This process has two steps. First you register online and then you are fingerprinted.

#### **Register online**

1. Go to the following website: <https://www.pa.cogentid.com>
2. Click on the icon for the **DEPARTMENT OF HUMAN SERVICES**.
3. Under Registration, click on the Register Online Link. Only complete what is marked with an \*.
4. You will be assigned a Registration Identification Number (starts with letters 'PAD').
5. Print out this form and take it to the location where you will be fingerprinted.

#### **Being fingerprinted**

You can be fingerprinted at the nearest official Cogent Site at the UPS store in Stone Mill Plaza, Lancaster. UPS Store #3413 in the Stone Mill Plaza on Columbia Avenue, Lancaster. Here is the link to their web page with more information on this process. You must register before going to the office (see above).

[https://www.pa.cogentid.com/ohio/PA\\_Sites/UPS\\_3413\\_Lancaster.htm](https://www.pa.cogentid.com/ohio/PA_Sites/UPS_3413_Lancaster.htm)

Take your registration form, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (Other Pennsylvania locations can be found at Cogent web site under Useful Links, Find a Fingerprint Location). Your results will be mailed to you at the address you provide. Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted. Complete processing of the results should take no longer than six weeks. If results are not received within six weeks by mail, only then call 1-877-371-5422.

Your results will be mailed to you at the address you provide. Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted. Complete processing of the results should take no longer than six weeks. If results are not received within six weeks by mail, only then call 1-877-371-5422.

**REMINDER TO SUBMIT TO PENN LEGACY:** You will have 90 calendar days to submit your clearance records to Penn Legacy at the following link:

<https://app.smartsheet.com/b/form?EQBCT=d3fc54515b8c4c4085ae1359cc3fa1ad>

*Penn Legacy has determined that all volunteer coaches, assistant coaches, and program volunteers will be reimbursed for their clearance expenses if they have been obtained solely for the purpose of volunteering for Penn Legacy. Attach billing receipts and send to Steve Rempala at [registrar@pennlegacy.org](mailto:registrar@pennlegacy.org).*

IF YOU HAVE QUESTIONS, CONTACT YOUR PROGRAM VICE PRESIDENT (Ray Keene) or our club administrator/registrar STEVE REMPALA at [registrar@pennlegacy.org](mailto:registrar@pennlegacy.org)