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**Volunteer Clearances**

**Who needs clearances?** All volunteers who are 18 years of age or order are required to have clearances on file. Clearances must be submitted prior to the commencement of any volunteer service.

Clearances that were obtained for employment purposes can be used for volunteer purposes; however clearances that were obtained for volunteer purposes can be used for volunteer purposes only and are not acceptable for employment purposes.

Clearances must be renewed every 60 months. TB re-testing is not required unless exposed to a case of active TB or as directed by the Secretary of Health to have additional testing. All employees and volunteers are responsible for paying the cost of their required clearances and/or trainings.

**Volunteers over the age of 18 are required to have the following clearances on file:**

* Report of Criminal History from the Pennsylvania State Police (PSP)
* Child Abuse History Clearance from the Department of Human Services (Child Abuse)
* If the volunteer has lived outside of Pennsylvania for any part of the past 10 years, the FBI clearances is required. Fingerprinted-based federal criminal history submitted through the Pennsylvania State Police of its authorized agent (FBI). If the volunteer has not lived outside of Pennsylvania and has not been convicted of any offenses, the volunteer is required to affirm in writing that he/she is exempt from the FBI clearance. (See attached).

**Sources:**

https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx

http://keepkidssafe.pa.gov/resources/clearances/index.htm

http://keepkidssafe.pa.gov/resources/training/index.htm

https://www.health.pa.gov/topics/school/Pages/Tuberculosis.aspx

**Volunteer Clearances (continued)**

**Links and Approximate Costs:**

* Report of Criminal History from the Pennsylvania State Police (PSP)
  + <https://epatch.state.pa.us/>
  + Cost as of 2019: Volunteer: Free
* Child Abuse History Clearance from the Department of Human Services
  + <https://www.compass.state.pa.us/CWIS>
  + Cost as of 2019: Volunteer: Free
* Waiver of 10 Years Continuous Residency in Pennsylvania –OR– FBI Fingerprinted-Based Federal Criminal History (FBI)
  + <https://www.identogo.com/locations/pennsylvania>
  + Once on the site, select option for “Digital Fingerprinting” – Use Code 1KG6XN
  + Highly recommend making an appointment and not just walking in. Appointments are given priority over walk ins.
  + Cost as of 2019: $23.85 paid when you go in for appointment
  + If volunteer qualifies to sign waiver, see attached for the waiver form.

**Please note:** ALL clearances will be sent to you; therefore, you will need to provide copies to Christian School of York.

Please contact Toni Nalesnik at [volunteer@csyonline.com](mailto:volunteer@csyonline.com) or 717-767-6842 ext. 227 with any questions or concerns.