

## **Crawford Christian Academy Volunteer Clearance List**

### **Clearances for Volunteers:**

*There is no charge for the PA Child Abuse Clearance (Act 151) and the PA Criminal Record Check (Act 34) if they mark that they are a volunteer.*

A clearance marked volunteer cannot be used for any paid position. Clearances for a volunteer can no longer be done at the personnel office since there is no charge, they must be submitted online, through the US mail, or through the State Representative's office.

### **Pennsylvania State Police Criminal Record Checks:**

The Pennsylvania State Police Criminal Record Check may be applied for online at the following website or you may print out a SP4-164 form:

<https://epatch.state.pa.us/Home.jsp>. Once you have completed your clearance request online and clicked submit, you will receive a control number that you will need to click to pull up your actual clearance. You pull up your clearance by clicking on the Control Number which will pull up your receipt. On the receipt page, there will be the words "Certificate Form" in the middle of the page. Click on the words Certificate Form and that will pull up your actual clearance. Print or Save or Both your actual clearance. Send a copy to the Personnel Office and make sure you have a copy for your records. Once you view your clearance, you are not able to view it again.

### **Pennsylvania Child Abuse History Clearances:**

The Pennsylvania Child Abuse History Clearance can be submitted online through the Child Welfare Information Solution (CWIS) self-service portal. If you apply online, you can log into your account and print your clearance once it is processed.

[www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). The Keystone ID number is the login that you create. If you have not already created one or cannot remember what your login is, please create a new one.