



Dear Perspective Volunteer,

Changes to the Child Protective Services Law (CPSL) impact the requirements for individuals permitted to serve as a school volunteer, effective immediately. A Sharpville Area School District Volunteer is defined as an individual who provides a service to students, staff, or school/district operations without compensation. Please note that Sharpville Area School District distinguishes between volunteers and visitors in that visitors are viewed as individuals who are attending and/or observing an event or activity without providing a service to the students, staff, or school/district operations. Some examples of these events would include but are not limited to Open House, Parent/Teachers Conferences, School Assemblies, Band/Choir Concerts, etc. In this capacity, school visitors do not need the clearances as described below.

Whether you are interested in volunteering at a single event or over a period of time, all Sharpville Area School District volunteers require background clearances. This includes, but is not limited to, chaperoning field trips, assisting at classroom or school events, reading to a class, assisting with a sport team, etc.

#### FREQUENTLY ASKED QUESTIONS:

##### *What clearances are volunteers required to obtain?*

All Sharpville Area School District Volunteers must obtain the following clearances:

- PA Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis/public/home>
- PA State Police Criminal Background Check: <https://epatch.state.pa.us/Home.jsp>
- FBI Report of Federal Criminal History Record: <https://uenroll.identogo.com>
- The FBI Report of Federal Criminal History Record (fingerprinting) *may* be required. Sharpville Area School District Volunteers are exempt from this requirement if:
  - They have resided within Pennsylvania consecutively during the prior 10-year period; AND
  - They swear or affirm in writing that they are not disqualified from serving as a volunteer under the CPSL.
    - In other words, to be excused from this requirement, parents must swear and affirm that if the Federal Criminal History Record were completed, it would not reveal anything that would prohibit them from providing services.
    - If you have not resided within Pennsylvania consecutively for the prior ten years, or you do not swear or affirm in writing that you meet the criteria for volunteering, you must also submit a completed Report of Federal Criminal History. Directions for completion are attached to this packet.

##### *If I intend to Volunteer, when do I need to submit clearances to the school district?*

All Sharpville Area School District volunteers will need to submit completed clearances/certifications prior to serving as a volunteer in accordance to the Board policy #916. Please keep the originals and forward a copy for our records. We reserve the right to examine the originals as requested.

##### *How do I obtain my clearances?*

Information regarding how to obtain clearances is hyperlinked on page one of this document. The information may also be found on the Sharpville Area School District website on the Volunteer Link under Quick Links.



***How recent do the clearances that I submit need to be?***

Clearances must be less than sixty (60) months old to be considered valid.

***Is there a cost associated with obtaining clearances?***

The only cost is for the Report of Federal Criminal History Report - \$22.60 and fingerprinting at an approved location.

***Remember, the Federal Criminal History Report is not required if the volunteer has resided in Pennsylvania consecutively for the prior ten years and swear/affirm in writing that he/she meets the requirements for volunteering.***

***Once I receive clearances, to whom do I submit them?***

Original documents may be submitted to the Central Office for inspection and copying. Copies of the original may also be sent, but we reserve the right to inspect the original at any time. Failure to produce the original document would necessitate removal of any volunteer privileges immediately.

***How often must I update my clearances?***

Clearances must be updated within sixty (60) months of the date on the document.

Sharpville Area School District remains committed to the health, well-being, and safety of our students. We thank you for your cooperation with us in implementing requirements resulting from changes to the Child Protective Services Law. Please feel free to contact Mrs. Darlene Cheney at the Central Office at (724) 962-8300 ext. 4101 with any questions or concerns.

Respectfully,

Darlene Cheney

## SHARPSVILLE AREA SCHOOL DISTRICT

1 Blue Devil Way  
 Sharpsville, PA 16150  
 724-962-8300

<b>VOLUNTEER SCREENING APPLICATION</b>
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In order to increase the safety of our students, faculty and staff, the Board of School Directors for the Sharpsville Area School District has adopted a Volunteer Screening Policy No. 916 applicable to any persons who provides a service on a regular basis without remuneration that involves direct contact with students. Such a volunteer must submit an Act 34 State Police Background Clearance, 151 Child Abuse History Clearance and an FBI Clearance, as well as pass a Mantoux Tuberculosis Test.

Name \_\_\_\_\_

	Last	First	Middle
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Date of Birth \_\_\_\_\_

(Month/Day/Year)

Present Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

List Two References: (Include name, address, phone number)

\_\_\_\_\_

\_\_\_\_\_

Check the appropriate responses:

Type of Requirement	On file with School District	Will be furnished to School District*
Act 34 State Police Background Clearance		
Act 151 Child Abuse Clearance Statement		
FBI Clearance or Waiver, if applicable		
Mantoux Tuberculosis Test		
PDE-6004		

\*Volunteer to attest in writing by oath or affirmation that s/he has or will submit within 24 hours a request for clearance(s) and/or Mantoux Tuberculosis Test.

\_\_\_\_\_  
 Signature of Volunteer \_\_\_\_\_  
 Date

<b>OFFICIAL USE ONLY</b>	
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Date Approved:	Reason(s) if not approved:
Date Not Approved:	

**DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**  
**Required by the Child Protective Service Law**  
**23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below 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.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes 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.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_

\_\_\_\_\_

**Section 3. Child Abuse**

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**
  - (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
    - Chapter 25 (relating to criminal homicide)
    - Section 2702 (relating to aggravated assault)
    - Section 2709.1 (relating to stalking)
    - Section 2901 (relating to kidnapping)
    - Section 2902 (relating to unlawful restraint)
    - Section 2910 (relating to luring a child into a motor vehicle or structure)
    - Section 3121 (relating to rape)
    - Section 3122.1 (relating to statutory sexual assault)
    - Section 3123 (relating to involuntary deviate sexual intercourse)
    - Section 3124.1 (relating to sexual assault)
    - Section 3124.2 (relating to institutional sexual assault)
    - Section 3125 (relating to aggravated indecent assault)
    - Section 3126 (relating to indecent assault)
    - Section 3127 (relating to indecent exposure)
    - Section 3129 (relating to sexual intercourse with animal)
    - Section 4302 (relating to incest)
    - Section 4303 (relating to concealing death of child)
    - Section 4304 (relating to endangering welfare of children)
    - Section 4305 (relating to dealing in infant children)
    - A felony offense under section 5902(b) (relating to prostitution and related offenses)
    - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
    - Section 6301(a)(1) (relating to corruption of minors)
    - Section 6312 (relating to sexual abuse of children)
    - Section 6318 (relating to unlawful contact with minor)
    - Section 6319 (relating to solicitation of minors to traffic drugs)
    - Section 6320 (relating to sexual exploitation of children)
  - (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
  - (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
    - the United States; or
    - one of its territories or possessions; or
    - another state; or
    - the District of Columbia; or
    - the Commonwealth of Puerto Rico; or
    - a foreign nation; or
    - under a former law of this Commonwealth.
- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**
  - (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
  - (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
  - (3) An offense under 75 Pa C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.





## MEDICAL REQUIREMENTS

You are required to obtain the following medical services:

- Tuberculosis test – or results current within two (2) years

You may have your tuberculosis test completed by your own personal physician. The Service providers listed below will provide these services by appointment.

Please note that these services are at your own expense. Prices listed below are for your convenience and are subject to change.

## OFFICE LOCATIONS

**SHARON REGIONAL  
HEALTH SYSTEM**  
Corporate Health Services  
295 North Kerrwood Drive  
Hermitage, PA 16148  
(724) 346-6425

**UPMC HORIZON**  
Hermitage Crossing Plaza  
1075 North Hermitage Road  
Hermitage, PA 16148  
(724) 347-1004

