



Mandatory Student Paperwork High School Dual Enrolled Students

The Pennsylvania Department of Human Services requires that all students participating in field experience must provide the following documentation:

- Act 34 Pennsylvania State Police Criminal Record Check Volunteer
- Act 151 Pennsylvania Child Abuse History Clearance Volunteer

When obtaining these background checks, please remember to do the following:

- If you have any arrest or conviction on any background check you must notify the Education Department (Education@northampton.edu). Failure to disclose this information may prevent you from completing field experiences.
- Use your home address (not school address) when applying for background checks.
- Keep all original background checks in your credential portfolio: do not relinquish originals to anyone!
- Background checks must be dated within one year of the start of the semester.

Students MUST submit required clearances to:

Northampton Community College
Education Department
Reibman Hall
3835 Green Pond Road
Bethlehem, PA 18020
Phone: (610) 861-4561
Fax: (610) 861-4110
Email: Education@northampton.edu

Act 34 Pennsylvania State Police Criminal Record Check Volunteer

<https://epatch.pa.gov/home>

1. Click on **New Volunteer Record Check**
2. Scroll through terms and conditions for use of PATCH and click **ACCEPT**
3. Accurately complete the information requested and click **Next**
4. **Verify**, then click on **Proceed**
5. Enter your personal information again and click **Submit This Request**
6. Click on **Submit**
7. Check for accuracy on the review page, if accurate Click **Submit**
8. Very Important: **Write down the Control Number** and the date it was processed
9. Click on **Control Number** in **BLUE** on the left
10. Click on **Certification Form** in the middle, this will bring up form to print
11. Print this form. **Print** button will be in top Right side. If you have issues with printing, you will need the **CONTROL NUMBER** and the **DATE** you processed the clearance in order to access it on another computer to print.
12. Volunteers do not pay a fee.

PATCH Helpdesk: 1-888-QUERY-PA (1-888-783-7972)

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TELEPHONE

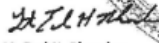
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: _____
Date of Birth: _____
Social Security #: _____
Sex: _____
Race: _____
Date of Request: _____
Purpose of Request: Employment _____
Maiden Name and/or Alias (1) _____ (2) _____
(3) _____ (4) _____

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #.**

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE HELP DESK DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.pa.gov/records/statussearch>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING: SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS AN RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

Lt. Earl H. Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
07/31/2019 01:42 PM

Act 151 Pennsylvania Child Abuse History Clearance Volunteer

<https://www.compass.state.pa.us/CWIS/Public/Home>

1. Register on the site by choosing **Create Individual Account** and work your way through the series of questions as well creating a security password called a **KEYSTONE ID** that you will need to remember to login the next time (this is case sensitive). Upon completion, you will receive 2 separate emails that will give you a user name and a temporary password. These will both be needed to log back into the website for the second time. **Please keep these emails as you will need this information!**
2. Log back into the website <https://www.compass.state.pa.us/CWIS/Public/Home> and choose **Individual Login** tab. When you receive the email go back to the initial webpage and chose **Login** and if entering for the first time you will be prompted to change your password. *Write down your Username and Password for future access!*
3. From here choose **Access My Clearances**. Scroll through the **Learn More** page and click continue. This will take you to a **Keystone Key** page where you will fill in the *Username and Password* that you were sent in the emails.
4. There will be a series of pages to fill in...for Application Purpose select Volunteer Having Contact with Children; for Application Purpose Category select Other; for Agency enter Northampton Community College.
5. When asked about the Certificate Delivery Method, remember to answer **Yes**, you would like to have a paper copy sent to your home or mailing address.
6. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.
7. Volunteers do not pay a fee.

Contact the CWIS Support Center for assistance: 1- 877-343-0494

