



## REQUIRED CLEARANCES FOR CO-OP WORKSITE TRAINING SUPERVISORS

### Volunteer Co-Op Training Supervisor

Volunteers who are required to obtain the clearances are those who have direct volunteer contact, meaning they have care, supervision guidance or control AND routine interaction with children.

- For co-op, work study, and internship programs, **one adult supervisor** must obtain the volunteer clearances to be in the child's immediate vicinity at regular intervals during the program. Volunteers (including Co-op Training Supervisors) will be able to obtain their background checks and child abuse clearances for free.

***All three of the below are required for volunteer co-op training supervisors***

1. **PA State Criminal History Clearance - Act 34** (<https://epatch.state.pa.us/>)
2. **Child Abuse History Clearance** <https://www.compass.state.pa.us/cwis/public/home>
3. **FBI Fingerprinting - Act 114** (<https://www.identogo.com/>)

→ **Make sure you register as 'Education' & use Fingerprint Service Code: 1KG6XN**

\*\*\*If the volunteer Worksite Supervisor has been a continuous resident of Pennsylvania for the past 10 years - a Disclosure Statement (provided hard copy) which affirms they are not disqualified from service based upon a conviction of an offense under §6344 will be accepted in place of the FBI Clearance.

***Common question: Can clearances obtained for volunteer activities be used for other volunteer activities?***

Yes, any person who obtained their clearances within the previous 60 months may serve in a volunteer capacity for any program, activity, or service.

\*\*\* New PA Law clarifies *Volunteer* requirements for Criminal Background Checks and Child Abuse Clearances (Includes Volunteer Co-Op Worksite Training Supervisors). \*\*\*  
Governor Wolf enacted HB 1276 into law on July 2, 2015 - **HB 1276 is Act 15 of 2015**. Act 15 clarifies requirements for volunteers to have criminal background checks and child abuse clearances.