

Staff Background Clearances (As of January 1st, 2015)

The state of Pennsylvania has implemented new laws pertaining to staff who work with children. As a result, you will need to comply with the new regulations in order for Camp Susquehannock Inc. (CSI) to hire you. This is a fairly lengthy process, so you should start working on it ASAP. It can take weeks for the final clearances to be generated.

Below are instructions, please read them **carefully**. Mistakes will result in invalid clearances, wasted money and CSI cannot, hire you without these clearances.

NOTE for Pennsylvania teachers: *If you are a PA teacher and you have already done these 3 clearances for your job, don't do them again for CSI just yet. Right now the law states we cannot use the clearances from your teaching job, however there is talk about this part of the law being amended. You will be informed by the end of April if you will need to proceed to complete the process again for CSI or whether you can provide CSI with copies of your clearances from your teaching job.*

The required background clearances include:

1. Criminal History Record Information obtained from the Pennsylvania State Police (\$8 fee)
2. Child Abuse Clearance obtained through the Pennsylvania Department of Human Services (\$8 fee)
3. Federal Criminal History Record Information obtained by submitting a full set of fingerprints to Cogent Systems for submission to the Federal Bureau of Investigation. (\$25.75 fee)

CSI cannot do these clearances on your behalf. The state law requires individuals to go through this process themselves.

CSI will reimburse employees for these clearances once they have completed their job this summer. Employees who do not end up coming to camp, or who are dismissed from camp with cause, will not be reimbursed for clearances.

Employee Offer Letter from Camp Susquehannock Inc. will be contingent upon all clearances being received by CSI.

NOTE: When you are asked about your "Agency" or "Employer name" on the forms, make sure you use *Camp Susquehannock, Inc.*

Step By Step:

1. Criminal History Record Information

- Use <https://epatch.state.pa.us/Home.jsp>
- Select "Submit a new record check"
- Accept Terms and Conditions
- Reason for Request, Select "Employment"
- Complete form

- On the final screen, click on the control number, on the next screen be sure to click on the words “*Certification Form*”. This will open up the certificate you can print, scan and then email to tarryn@susquehannock.com
- It is crucial CSI receive a copy of this clearance

2. Child Abuse Clearance

This is the lengthiest form to complete, so before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived since 1975 (or since you were born, if after 1975)
- Names of all individuals with whom you have lived, including parents, guardians, siblings, spouses, etc. (We do NOT believe they want your Camp cabin mates)

- Use <https://www.compass.state.pa.us/cwis/public/home>
- Create a login (required)
- Complete form
- When asked Application Purpose, select: “*Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service, as a Person Responsible for the Child's Welfare or having Direct Contact with Children.*”
- You DO want to receive a paper mailing, just in case you don’t get the email. Be sure to enter an address where you can receive your results letter, namely your permanent address (most likely your home address).
- International staff, you may have a problem using an international credit card on this form. Contact tarryn@susquehannock.com so she can help you with this.
- Make sure you see the page that says “Submission Confirmation and then SUCCESS”
- You will receive an email in a few weeks telling you the clearance is complete and you will be able to download and email it to tarryn@susquehannock.com
- You can also log back into your account every few days to see if it’s ready to download.
- It is crucial that Camp receive a copy of this clearance

3. Federal Criminal History Record Information

- Register on-line by going to https://www.pa.cogentid.com/index_dpwNew.htm
- Select: “*register online*”
- **Important Note** – Staff who cannot get fingerprints done in Pennsylvania, you must check the box that says “*This box indicates you will be submitting ink rolled cards from out of state or were directed to do so by your requesting agency.*” Then read further directions below.
- Agency Name: *Camp Susquehannock, Inc.*
- Agency address: *2308 Tripp Lake Road, Brackney, PA 18812*
- Reason Fingerprinted: *Employment with a significant likelihood of regular contact with children.*
- Continue to complete form.
- **Important Note** – When you register on-line, you are going to enter your address. This address is used to not only assist in the search of a criminal record but is also used to mail the results letter. Be sure to enter an address where you can receive your results letter, namely your permanent address (most likely your home address).
 - International staff, it may not accept your address, in that case use Camp’s address (2308

Tripp Lake Road, Brackney, PA 18812)

- Print out the last screen where it says you have completed registration.

The next step is the fingerprinting part, read the section that pertains to you

Staff who CAN get fingerprints done in Pennsylvania

- Use this link to find a fingerprinting site near you. You have to use one of these locations https://www.pa.cogentid.com/index_dpwNew.htm
- You will need to bring a valid id with you. See here for valid forms of id https://www.pa.cogentid.com/index_dpwNew.htm (camp falls under Department of Public Welfare)
- Bring a copy of your completed registration you printed from online, as the Livescan operator will ask for your registration Id number
- You should not be asked to pay anything when you get your fingerprints done. You will be using the Livescan system.
- Once the Livescan fingerprinting is completed, the operator should give you a transaction number – keep this for your records

Staff who CANNOT get fingerprints done in Pennsylvania

- Find someone (town court, local police jurisdiction or State Police) who is able to take ink-based fingerprints and place them on FBI fingerprint cards (Card is called FD-258). It is crucial that you insist it must be on this card, livescans are not accepted for out of state fingerprints.
- It is strongly suggested you call ahead to ask:
 - Can they do ink fingerprinting?
 - Do they use the card known as FD-258?
 - Do they have the cards? Not all fingerprint locations actually have these cards. If you need fingerprint cards, print two copies from here <http://susquehannock.com/wp-content/uploads/2017/05/standard-fingerprint-form-fd-258-1-print-2-copies.pdf>
 - (you might be told the FBI won't accept prints on regular paper, that is incorrect, if they want confirmation, they can call Cynthia at the FBI at 304-625-5590.)
 - What days and times do they do ink fingerprinting?
 - What method of payment do they accept and what is the cost? (some places only take cash and exact change).
- **Important Note** - The FBI needs two separate sets of ink print cards submitted before they will do a name search. This isn't always necessary, but if the first set isn't clear and the FBI rejects them this will add a significant delay if you did not get two sets completed initially.
- When you go to get fingerprinted:
 - Bring a valid form of identification with you. See here for valid forms of id https://www.pa.cogentid.com/index_dpwNew.htm (camp falls under Department of Public Welfare)
 - Bring a copy of your completed registration you printed from online.
 - Bring the two FD-258 cards/paper if they do not have them.
 - Bring correct payment.

- If you are charged for these fingerprints. An average cost is about \$20 to \$25. Keep the payment receipt they give you so you can submit it to CSI.
- Once you have the fingerprints done:
 - Fill in header section on fingerprint card/paper
 - Write the registration id you are given when you submitted your information online on the BACK of the fingerprint cards/paper.
 - Do NOT fold the fingerprint cards/paper.
 - Mail in the completed fingerprint cards and a copy of the registration receipt to
3M Cogent
Attn: Fingerprint Card Scan PA
639 N Rosemead Blvd
Pasadena, CA 91107
1-888-439-2496
- Once you receive your clearance back, email it to tarryn@susquehannock.com
- It is crucial that CSI receive a copy of this clearance

If you have any questions or concerns, please contact Tarryn Rozen.
If you need to call use 570-967-2323 or cell 585-703-4407