

REQUIRED CLEARANCES FOR SOCIAL WORK PROFESSIONAL READINESS (Rev 1/5/17)

Please note: All clearances must be mailed to your home address. Please retain the original copies of your clearances and submit copies (pursuant to School of Social Work guidelines) for your Social Work Professional Readiness Portfolio. If the links do not work, please copy and paste in a new window.

1. CHILD ABUSE HISTORY CLEARANCE

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Complete the CHILD ABUSE HISTORY CLEARANCE FORM online. As of December 31, 2014, this process can be completed online immediately. Cost is \$8 (*may be waived for volunteers purposes*). If you have questions, please visit: <https://www.compass.state.pa.us/CWIS/Public/FAQ>

On this form the appropriate box to check for Purpose of Clearance is “Volunteer”.

2. ACT 34 (CRIMINAL RECORD CHECK)

Visit: <https://epatch.state.pa.us/RecordCheckHome.jsp>

At the top of the page, select “New Record Check” (VOLUNTEERS ONLY). When completed, click on the “Certification Form” button and print the results page with the state seal watermark. Because you will be doing community service-learning and volunteer service during your education, you may select the “Volunteer” option. The cost for this is free. If you know where you will be doing community service-learning/volunteer work already, please list the name of this organization. If not, you may list Millersville University, School of Social Work.

If you are unable to complete the online transaction for the Criminal Record Check you may fill out a hard copy and mail it to the appropriate address listed on the form. It may take 4-6 weeks to receive your record check. It is highly recommended that you complete this application online as you will receive your results instantly.

3a. FBI FEDERAL CRIMINAL HISTORY (FINGERPRINTING)—all students going into a non-school setting.

Visit: www.pa.cogentid.com. Instructions: https://www.pa.cogentid.com/index_dpw.htm
Select the Pennsylvania Department of Human Services link. **Do NOT use PA Dept of Education.**

Read all instructions very carefully. All applicants **MUST** register at this website or by phone at 1-888-439-2486 prior to getting the actual fingerprinting done. Applicants will be required to pay a 1-time fee online with a credit card or at the fingerprinting site by money order or cashiers check. Cost is \$23-25.75 (subject to change)

3b. FBI FEDERAL CRIMINAL HISTORY (FINGERPRINTING)—all students going into a school-setting.

Visit: www.pa.cogentid.com. (Select the Department of Education Link)

If you know that you will be doing community service learning or volunteer work within a school setting, please select the Department of Education. Many schools require that you select this option which provides the school with online access to your clearance. If you select Department of Education, you should receive an unofficial copy of your clearance in the mail within 30 days. If you do not receive this unofficial copy, you should contact 3M Cogent at 1-888-439-2486 or email pahelp@cogentsystems.com Millersville University must have a paper copy. If you do not receive an unofficial copy and do not follow up, you will need to apply and pay again. Cost is \$24.25 (subject to change). (http://www.pa.cogentid.com/index_pdeNew.htm)