

MILLERSVILLE UNIVERSITY SCHOOL OF SOCIAL WORK

REQUIRED CLEARANCES FOR SOCIAL WORK PROFESSIONAL READINESS (FALL 2018)

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 volunteer 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”.

Select the “New Record Check” (Volunteers Only) tab. This is the free request. If you know where you will be completing service/learning or volunteer service and the organization is aware that you are requesting the free record check, please use the name of that organization. If you are not sure, please list Millersville University School of Social Work and the phone number (717) 871-7206.

2. ACT 34 (CRIMINAL RECORD CHECK)

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

You will need to have a credit card available to pay online. At the top of the page, select “Record Check” then “New Record Check”. When completed, click on the “Certification Form” button and print the results page with the state seal watermark. For Reason: Education or Volunteer. Cost is \$10 for mail in and \$8 online.

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.

3. FBI FEDERAL CRIMINAL HISTORY (FINGERPRINTING)

Option 1: For students going into a non-school setting: (HUMAN SERVICES)

PA DHS Volunteer: Visit: <https://uenroll.identogo.com> If you do not plan on doing community service learning or volunteer service within a school setting, please select this option and use the **Service Code: 1KG6ZJ** Read all instructions very carefully and select the most convenient option/location for you to complete your request.

Option 2: For students going into a school-setting. (EDUCATION)

PA PDE Volunteer: Visit: <https://uenroll.identogo.com> If you know or think that you may be doing community service learning or volunteer service within a school setting, please this option and use the **Service Code: 1KG6Y3**. Many schools require that you select this option which provides the school with online access to your clearance. Read all of the instructions very carefully and select the most convenient option/location for you to complete your request. If you select this option, you should receive an unofficial copy of your clearance in the mail within 2 weeks.

NOTE for all clearances: If you do not know where you are going to be completing your service learning hours, you may select the “Volunteer” option and list Millersville University School of Social Work and the phone number (717) 871-7206.