**Instructions for Obtaining King’s College Background Checks**

***INSTRUCTIONS FOR PROFESSORS AND PROGRAM STAFF***

1. Along with your students and King’s College, you are responsible for making sure that your students receive the appropriate clearances and review and sign the “Guidelines for Interaction with Children” before beginning their service placement.
2. Give your students a copy of the “Instructions for Obtaining King’s College Background Checks” (Student Version). Then, make sure your students fill out and/or review all of the forms in the Student Clearance Packet:
	1. Criminal History Check Release
	2. PA Child Abuse History Certification
	3. Consent/Release of Information Authorization Form
	4. Disclosure Application Statement for Volunteers (if a continuous resident of PA for 10 years or more)
	5. King’s Guidelines for Interaction with Children (review and sign)
	6. Instructions/Times for Fingerprinting
	7. Fingerprinting sign-up sheet with email addresses (even if exempt from fingerprinting)
3. Once your students have filled out the “PA Child Abuse History Certification,” make sure your name appears in the “Attention” Box in the “Other Address” section. This will allow the PA Child Abuse Check to be sent directly to you. In one large envelope, mail all your students’ “Child Abuse History Certification” forms and their “Consent/Release of Information Authorization” forms to the address below.

**CHILDLINE AND ABUSE REGISTRY**

**PA DEPARTMENT OF HUMAN SERVICES**

**P.O. BOX 8170**

**HARRISBURG, PA 17105-8170**

1. Enable your students to register for an FBI Background Check (Shoval can do this if you do not have an account with CBY Systems):
	1. Login in to your CBY Systems (<https://cby.instascreen.net/>) using your user name and password
	2. Choose the “Order” tab
	3. Choose “Preferred AICUP Pricing” to do the FBI Background Check (talk to Bill Bolan if you need other checks done)
	4. Under the “Investigative” category, choose “FBI Clearance—Education”
	5. Make sure your name is chosen as the “Requestor” from the drop-down menu
	6. Click the green “Quick App” button at the bottom of the screen.
	7. Fill in the student’s last name, first name, and email address (you do NOT have to provide monthly income or any other info).
	8. Press “Send & Next” if you have other students to add. If not, just press “Send.”
	9. Your students will be sent an email telling them how to register for the FBI Background Check.
2. You must check to see if your students are listed on the National Sex Offender Public Website. Simply go to <http://www.nsopw.gov/> and enter the students’ first and last names. (Please print out the results and bring to Student Affairs—see 6 below).
3. When your students have given you their background checks and you have received the PA Child Abuse clearances in the mail, please review them for any offenses (see step 8 below). After the review is complete, please bring all of them (including the National Sex Offender Public Website results) to Student Affairs for retention by the College. DO NOT MAKE ANY COPIES OF THE CLEARANCES YOURSELVES, either for yourself or your students. If your students would like copies of their clearances they may request them from Student Affairs.
4. Student Affairs should also receive signed copies of the students’ “Consent/Release of Information Authorization Form”; “Guidelines for Interaction with Children”; and the “Disclosure Application Statement for Volunteers” (this last form only if the student has been continuous resident of PA for 10 years or more).
5. Please note that a large variety of offenses that might appear on a student background check will NOT disqualify them from working with children. A list of offenses that automatically disqualify students by PA state law is listed below. Please bring any potentially disqualifying offenses to the attention of the College before allowing any student to work with children.

A person will be barred from working or volunteering with children under any of the following circumstances:

1. The person is named in the statewide database maintained by the Department of Human Services (formerly Department of Public Welfare) as the perpetrator of a founded child abuse report committed within the five-year period immediately preceding verification.

2. The applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

3. The applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.