**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. Your group should also watch the video by United Educators, “Protecting Children: Shine a Light” at <https://players.brightcove.net/pages/v1/index.html?accountId=167703361001&playerId=default&videoId=4286060740001&autoplay=true>
2. If the Shoval Center doesn’t do so, give your students a copy of the “Instructions for Obtaining King’s College Background Checks” (Student Version). Then, make sure your students review and fill out the forms in the Student Clearance Packet:
   1. Criminal History Check Release Form
   2. King’s Guidelines for Interaction with Children (review and sign)
3. The director of your program or official designee should register your students to receive a background check through CBY Systems (contact Bill Bolan at [williambolan@kings.edu](mailto:williambolan@kings.edu); Ext. 8058 if you need to be added as an administrator with CBY Systems). Go to the CBY Systems website <https://cby.instascreen.net/sso/login.taz> and follow these directions:
   1. Login with your administrator username and password provided by CBY Systems
   2. Press the “Order” tab at the very top of the screen and then the “New Order” tab that appears
   3. Press “Order” next to “ACT 153 – AICUP”
   4. Select your name as the “Requestor” and press the green “Quick App” button at the bottom of the screen.
   5. Enter ONLY the student’s last name, first name, and best email address.
   6. If you have additional students to enter, press “Send and Next,” otherwise just press “Send.”
   7. Log out of CBY Systems when you are done.

CBY will now enable your students to register online for a PA Criminal Records Check, Child Abuse Clearance Check, and FBI Background Check through CBY Systems. Tell your students to be on the lookout for an email with instructions on how to complete these checks.

1. Remind your students to bring you the result of their FBI Background Check when they receive it in the mail. As a CBY administrator, you can access online copies of the students’ PA Criminal Records Check and their Child Abuse Clearance check results when they are available. Please review these results for any offenses (see step 8 below).
2. You also 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.
3. After you have reviewed all clearance results, 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’ “Criminal History Check Release Form”; and the “Guidelines for Interaction with Children.”
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.