

NON-EMPLOYED STAFF REGISTRATION FORM

Outside Student Services, School District Staff, Practicum Participants, Interns, Observers, Volunteers, Etc.

Please complete all information on this form.

Name: _____ **Telephone:** _____

Address: _____ **Cell Phone:** _____

_____ **Zip** _____ **E-Mail:** _____

Check One

	Volunteer** – see 2 nd page
	Observation of Classroom or Worksite (<i>Less than a week</i>)
	Student Teaching
	Outside Student Service
	Practicum/Internship

Facility/College / University Name (if applicable): _____

Facility/College/ University Supervisor (if applicable): _____

Contact Information: NAME: _____ **Email:** _____

Start Date at The Pathway School: _____

End Date (If different from Start Date): _____

Check One - (Please note 8 hours refers to the TOTAL time in the school year).

- During the School Year will he/she have ANY direct contact with the student(s), be left unattended or unsupervised **OR** be here for over 8 hours in total time (this includes SD evaluations/testing).
- During the School Year he/she will NOT have any direct contact with the student(s) (observation only), will not be left unattended and are under staff supervision at all times, AND he/she will be here for less than 8 hours total.

Schedule Assigned:

*Please enter workday schedule under corresponding day. (i.e. 8:30 a.m. – 4:00 p.m.)
 Enter "X" if not typically scheduled to work that day.*

Monday	Tuesday	Wednesday	Thursday	Friday

To Be Completed by Pathway Department Director or Supervisor for registration submittal

Pathway Assigned Supervisor (if applicable): _____

Pathway Assigned Classroom/Teacher (if applicable): _____

Pathway Assigned Student (if applicable): _____

The Pathway School/The Pathway Corporation: Director or Supervisor Approval

DO NOT WRITE BELOW: To Be Completed by Personnel of The Pathway School/ The Pathway Corporation

Classroom Assignment _____ Supervisor _____

Check In

Police Background Check _____

Child Abuse Clearance _____

Confidentiality Agreement _____

TB Test _____

Alert Now Form _____

Keys _____

FBI Clearance _____

Emergency Contact Form _____

Identification _____

Training _____

Check Out

Evaluation Completed _____

Badge Returned _____

Other _____

*****Act 153 of 2014: Requiring comprehensive criminal and child abuse background checks, regularly updated background checks applicable to Volunteers***

Requirements for Volunteers

The Act modifies section 6344.2 of the Child Protective Services Law requiring background checks for volunteers. The requirement applies to adults applying for unpaid positions as volunteers in a position responsible for the welfare of a child or having direct contact with children (care, supervision, guidance or control of children, or routine interaction with children).

The Act requires volunteer applicants to submit the following background check information:

- Pursuant to 18 Pa.C.S. Ch. 91 (relating to criminal history record information), a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. The criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2) (relating to general regulations).
- A certification from the department as to whether the applicant is named in the central register as the perpetrator of a founded report of child abuse, indicated report of child abuse, founded report for school employee or indicated report for school employee.
- A report of Federal criminal history record information. The applicant shall submit a full set of fingerprints in a manner prescribed by the department. The Commonwealth shall submit the fingerprints to the Federal Bureau of Investigation in order to obtain a report of Federal criminal history record information and serve as intermediary for the purposes of this section.

An individual responsible for selecting volunteers will commit a misdemeanor of the third degree if he or she intentionally fails to require these submissions from a prospective volunteer prior to hiring the volunteer.

Exceptions to Requirements

The Act provides a slight exception that would require only the state criminal history information and the child abuse clearance for those prospective volunteers who:

- Are applying for unpaid positions
- Have been residents of Pennsylvania for the entirety of the previous 10 years
- Swears or affirms in writing that he or she is not disqualified from service pursuant to section 6344(C)(the list of prohibited offenses) nor has he or she been convicted of any offense of a similar nature elsewhere.

There is also a provision that permits an individual responsible for the selection of volunteers to allow a volunteer to serve on a provisional basis for a period not to exceed 30 days if the volunteer is in compliance with the clearance standards in the jurisdiction where he or she resides.

Volunteer Notification

Just like the requirements for school employees, a volunteer is required to provide notice of an arrest or conviction of certain offenses or when the volunteer has been named as a perpetrator in a founded or indicated report within 72 hours of the arrest, conviction or listing as a perpetrator. If the individual responsible for selecting volunteers has a reasonable belief that the volunteer was arrested, convicted or named as a perpetrator, the individual must require the volunteer to submit current information. The cost for these clearances will be borne by the entity, not the volunteer.

All of the above requirements regarding volunteers go into effect on December 31, 2014.

Volunteers

Volunteers must obtain the required clearances every 36 months, beginning on July 1, 2015.

Note: If volunteers are being supervised by our staff at all times and/or not in direct care of students during any point of their visit, after this form is completed and turned into HR, HR will confirm the approval for the individual to come to Pathway but the volunteer will be asked to sign in and out, sign off on internal papers (confidentially and FBI affidavit) and provide a photo ID.