



Child Evangelism Fellowship® of Centre & South Clinton
Main Office - 539 Jacksonville Road, Bellefonte, PA 16823

Tuesday, October 28, 2008

Dear _____

Knowing that predators often attend church and seem like nice people so they can find children, CEF requires every worker (age 15 +) to be thoroughly screened and updated every 5 years or whenever they return to CEF after a year's absence. At no time may a CEF worker be with minors unless another adult is in plain view.

Thanks so very much!!

- ✓ All CEF workers must show complete agreement with CEF's **statement of faith** and willingness to conform to our **doctrinal protection policy** (enclosed) by signing the form each year.
- ✓ Please complete CEF's **Confidential Screening Form** (enclosed).
- ✓ Please complete CEF's **Background Check Authorization Form** (on the back of this paper). We must do computer checks.
- ✓ Please answer the interview questions at the bottom.
- ✓ Please send a photocopy of your driver's license, student card or some other Government-issued ID.
- ✓ Please do one of the following and then mark yes on question 5 below.
 - Read and sign the "**Child Protection Policy Fact Sheet**" (Enclosed in this packet)
 - Call the toll-free 1-866-878-4182 to hear CEF's 11-minute Child Protection presentation
- ✓ A few people need to fill in the **Act 151** - request form (Child Abuse History Clearance). We use it for official PA Act 34 & Act 151 clearances that certain school districts require. They cost us \$20 per person. If we did not enclose the form, don't worry about it.
- ✓ **Please send all this to Gloria McNeal, 250 McNeal Lane, Port Matilda, PA 16870**

Interview Questions

Please answer these questions and return this paper. If necessary, simply tell us that you cannot work with us.

1. Why do you want to work with children? _____

2. When you were young, did you have any painful experiences that may later cause problems working with children? If yes, please explain. _____

3. Is there anything at all that would make it unwise for you to work with kids? If yes, please explain. _____

4. Have you ever been convicted of child abuse or any sex crime? _____
5. Did you do **one** of the following? _____
 - a. Read and sign the "**Child Protection Policy Fact Sheet**"
 - b. Listen to the 11-minute telephone explanation available toll free at 1-866-878-4182?

Don Colburn, CEF Centre & S Clinton

Confidential Screening Form Child Evangelism Fellowship® Inc.

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF® ministries and will be used to help CEF provide a safe and secure environment for children. This is not an employment application. Anyone interested in employment by CEF will also need to complete an employment application form.

Personal

Date _____

Name _____

Last

First

Middle

Identify confirmed with a state driver's license or other photographic identification.

Present address _____

City/State/Zip _____ Telephone # _____

1. Please indicate the type of children's work you prefer. _____

2. Please indicate the date you would be available to begin. _____

3. What is the minimum length of commitment you can make? _____

4. Have you ever been convicted of a crime?

___ Yes (If yes, please explain.) _____

___ No

5. Have you ever been accused of child abuse?

___ Yes (If yes, please explain.) _____

___ No

6. Do you have a current driver's license?

___ Yes (If yes, please write down your driver's license number and state.) (_____)

___ No

Church History and Prior Youth Work

7. Name of church of which you are a member _____

8. List (name and address) other churches you have attended regularly during the past five years.

Church name _____ Address _____

Church name _____ Address _____

9. List church ministry involving children during the past five years (list each church name and address, type of work performed and dates). _____

10. List previous non-church involvement with children during the past five years (list each organization name and address, type of work performed, and dates). _____

11. List any gifts, callings, training, education or other factors that have prepared you for children's ministries. _____

12. References (pastor or church leader and personal, not a relative or previous employer)

Name _____	Name _____
Position _____	Relationship _____
Address _____	Address _____
Telephone _____	Telephone _____

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children's work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

As a volunteer or paid worker for Child Evangelism Fellowship Inc. I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy fact sheet and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____	Date _____
Parent's Signature (If applicant is a minor) _____	Date _____
Witness _____	Date _____

Child Evangelism Fellowship® Background Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and my court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contain information, which is used to deny my employment in *Child Evangelism Fellowship*, I will be notified of my rights and where I can obtain a copy of the information.

Identifying Data (Please print)

Applicant's Name (last, first, middle name)		Sex	Date of Birth	
Race	Social Security Number	Driver's License Number	County	State

Background Information

All Nicknames		
Maiden Name		
All Aliases		
Present Address (Street, Apt #, City, State, Zip)		
All Previous Addresses for the Past 5 Years (Use back of sheet if necessary.)		
<p>By signing below, you hereby release <i>Child Evangelism Fellowship</i> and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provide you request it in writing.</p>		
Signature	Date	Telephone Number

All information acquired will be used within the *Child Evangelism Fellowship* organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.

A different form may be required by the reporting agency or state government agency you are using.



CEF

CHILD EVANGELISM
FELLOWSHIP®

Since 1937 Reaching children worldwide™

CEF of Centre & Southern Clinton Counties
Main office - 539 Jacksonville Road, Bellefonte, PA 16823
814-482-8300 (cell) cefcenclin@verizon.net 814-357-4790 office

Child Evangelism Fellowship®
Child Protection Policy Fact Sheet

We in *CEF*® realize that the child protection policy is necessary, because in these days of social change and shifting moral values, parents entrust their children to us for nurture, safe care and wise leadership. It is imperative that there are guidelines and procedures in place that will provide peace of mind to parents, children and workers.

The purpose of USA CEF's Child Protection Policy is to protect children who attend any USA *Child Evangelism Fellowship* ministry function and workers who are minors from the possibility of abuse and assist the child who is being abused to find needed help. This program is also designed to protect *CEF* and the workers from false accusations.

POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 18, 2006.

Child abuse shall include any verbal or sexual abuse, sexual exploitation or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps must be taken:

1. All workers (paid and volunteer) must be screened by interview prior to work or contact with minors in *CEF* ministries.
2. All workers (paid and volunteer) must be trained in the Child Protection Policy by hearing or viewing a CEF-USA ministries department "Protecting Today's Child" presentation.
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by CEF-USA ministries department.
4. Children should not be left unsupervised while in our care.
5. Two *CEF* workers (paid or volunteer) must be present at any *CEF* activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be

present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.

7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).
8. Supervisory personnel must make random visits of *CEF* sponsored activities.
9. Overnight activities sponsored by *CEF* involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a *CEF* worker (paid or volunteer) and a minor must be reported to supervisory staff and investigated immediately.

Unless specified the following must be completed for paid-staff, committee/board members and volunteers who come in contact with minors.

- a. Complete employment application form (paid staff only).
- b. Complete Confidential Screening Form.
- c. Complete Request for Background Check Authorization.
- d. Conduct criminal background check.
- e. Conduct personal interview.
- f. Review "Protecting Today's Child" presentation.
- g. Read Child Protection Policy fact sheet.
- h. Check personal and church references from Confidential Screening Form.
- i. Check references on employment application (paid-staff only).

Criminal Background Check Requirements

- Volunteers (15 years old and older)
 - Minimum requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
 - If your legal jurisdiction requires more, you must also comply with their requirements.

- Volunteers must show a government issued ID (i.e. driver's license).
- Staff (15 years old and older)
 - Minimum Requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
 - State check for all addresses in past five years

Criminal Background Check Screening Rules

Standards for Evaluating Background Check Results.

The following would prevent a person from working with CEF:

- Any crime against children. No exceptions will be granted.
- Any sex crime of any type. No exceptions will be granted.
- Any felony convictions. Exceptions require approval of the district director or associate director.
- Exemption reports must be filed with the vice president of USA ministries.

Re-Screening Requirements

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun and at least one reference must be contacted.
- It is recommended that the "Protecting Today's Child" presentation be viewed once a year.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from their former location. If the background screening was conducted more than five years prior, process the transferred worker as you would a new worker.

Ensuring Compliance

- The local committee chairperson is responsible for ensuring compliance with the Child Protection Policy within their local chapter. Each year the local committee chairperson will validate compliance by signing the Child Protection Policy Compliance Verification Form and sending it to the state board chairperson.

- The state board chairperson is responsible for ensuring compliance with the Child Protection Policy yearly, within their state. Yearly, the state board chairperson will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state/metro and send it to CEF-USA ministries department.
- CEF-USA ministries department will monitor to ensure 100% compliance with this policy.

Reporting Obligations

When anyone who is employed by *Child Evangelism Fellowship* has reasonable suspicion that a minor is being abused by a CEF employee or volunteer, or is himself accused, or someone whose action would reflect on CEF is accused, the following action must be taken:

- **Call CEF-USA ministries department as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.
- The CEF-USA ministries department at the World Headquarters will give counsel regarding the future ministry of the accused staff member or volunteer.

WARNING: Failure to follow reporting procedures of the USA ministries department may result in termination of all CEF workers responsible in this reporting process.

Notwithstanding any statement herein, all CEF staff and volunteers shall fully abide by all state child abuse reporting requirements.

Any questions dealing with procedures for handling child abuse or child abuse accusations may be referred to the *Child Evangelism Fellowship* USA ministries department at **636-290-8163 or 1-800-300-4033.**

<p>Please sign below to show that you read and understood this Child Protection Policy Fact Sheet.</p> <p>Name _____</p> <p>Signature _____</p> <p>Date _____</p>

Statement of Faith

Child Evangelism Fellowship, Inc.



WE BELIEVE --

A. *That "All Scripture is given by inspiration of God,"* by which we understand the whole book called THE BIBLE; that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16 -- Deuteronomy 4:2 -- 2 Peter 1:21

B. *The Godhead eternally exists in three persons, -- the Father, the Son and the Holy Spirit.* These three are one God, having the same nature, attributes and perfection. Romans 1:20 -- Matthew 28:19 -- Deuteronomy 4:35 -- John 17:5",

C. *In the Personality and Deity of the Lord Jesus Christ,* begotten of the Holy Spirit, born of the virgin Mary, truly God and truly man. John 1:1 -- John 1:14 -- John 10:30 -- Matthew 1:20 -- Luke 1:30, 31 -- Philippians 2:5-7 -- I Timothy 3:16 - Colossians 1:19

D. *In the Personality and Deity of the Holy Spirit,* the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26 -- Acts 5:3,4-- Acts 1:8-- Romans 8:26, 27 -- I Corinthians 2:12, 14 -- Romans 8:9 -- I Corinthians 3:16 - I Corinthians 12:13 -- John 16:13, 14

E. *That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam.* Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. "The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God" (Romans 8:7, 8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered, can help the sinner to take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation. Genesis 1:26, 27 -- Romans 5:12-- Ephesians 2:1-3 -- John 3:3, 6, 7 -- Titus 3:5

F. *That Jesus Christ became the sinner's substitute before God, and died as a propitiatory sacrifice for the sins of the whole world.* That He was made a curse for the sinner, dying for his sins according to the Scriptures that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. Romans 5:8 -- I John 2:2 -- Hebrews 2:9 -- Galatians 3:13 -- Romans 4:4-5 - Romans 3:25 - Colossians 1:13, 14, 20, 21

G. *In the resurrection of the crucified body of Jesus Christ;* that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer's high priest and advocate. Luke 24:39 -- Acts 1:10-11 -- Ephesians 4:10 -- Hebrews 1:3 -- I John 2:1

H. *That Christ in the fulness of the blessings He has secured by His death and resurrection is received by faith alone,* and that the moment we trust in Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15 -- John 5:24 -- Romans 3:28 -- Romans 4:3, 23-25 -- Ephesians 1:3 -- John 17:23 -- Galatians 2:20 -- Galatians 4: 6- 7 -- Galatians 5:16 -- Acts 1: 8

I. *That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior.* It is the body and bride of Christ. That every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 2:19-22 -- Ephesians 1:22, 23 -- Ephesians 5:25-27, 31, 32 -- I Corinthians 12:13 -- Romans 12:4, 5 -- Ephesians 4:1-3- I Corinthians 1:10

J. *That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices,* and should abstain from such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works. "As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith" (Galatians 6:10). I John 2:15, 16 -- Romans 14:13 -- Romans 13:14 -- I Corinthians 10:31 -- Ephesians 2:10

K. *In the evangelization of the world,* that the supreme mission of the people of God in this age is to preach the

Gospel to every creature. That special emphasis should be placed upon the evangelization of children. Mark 16:15 -- 2 Corinthians 5:18, 19 -- Matthew 18:14

L. *In the personal return of our Lord and Saviour Jesus Christ,* that the coming again of Jesus Christ is the "Blessed Hope" set before us, for which we should be constantly looking. Our citizenship is in Heaven from whence we look for the Savior, the Lord Jesus Christ (Philippians 3:20). Acts 1:11 -- I Thessalonians 4:16, 17 -- John 14:1-3 -- Titus 2:13 - Philippians 3:20, 21

M. *That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence,* and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body re-united shall be with Him forever in glory. Luke 23:43 -- 2 Corinthians 5:8 -- Luke 16:22, 25 -- Philippians 1:23 -- I Thessalonians 4:15-18

N. *That the souls of the lost remain after death in misery until the final judgment of the great white throne,* when soul and body re-united at the resurrection shall be cast "Into the lake of fire" which is "the second death," to be "punished with everlasting destruction from the presence of the Lord, and from the glory of His power" (2 Thessalonians 1:8 & 9). Luke 16: 22-23, 27-28 -- Hebrews 9:27 -- Revelation 20:5, 11-15 -- 2 Thessalonians 1:7-9

O. *In the reality and personality of Satan, "that old serpent, called the Devil, and Satan, which deceiveth the whole world"* (Revelation 12:9). Ephesians 6:11, 12 -- I Peter 5:8 -- Revelation 20:10

Doctrinal Protection Policy

Adopted by
CEF® International Board of Trustees
May 6, 2002

Child Evangelism Fellowship® continues in its commitment to its “Statement of Faith,” which embodies the non-negotiable and historic beliefs of evangelical Christians.

Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as child evangelists.

We therefore resolve that CEF workers are qualified by their unreserved commitment to CEF’s “Statement of Faith” and their further commitment in all CEF activities to refrain from teaching or otherwise advocating doctrinal distinctives either contrary to or in addition to the “Statement of Faith.”

Child Evangelism Fellowship Worker’s Compliance Agreement

Recognizing the spiritual need of boys and girls in our community and around the world, I would like to assist in the work of Child Evangelism Fellowship (CEF).

I understand that CEF is without specific denominational affiliation, and have read the “Statement of Faith” (reverse side) and CEF Doctrinal Protection Policy (left panel). In becoming a coworker with CEF, and in order to protect the ministry, I agree not to propagate or practice in CEF ministries any distinctive or controversial doctrines, methods and practices that would go beyond the CEF “Statement of Faith” and the approved CEF curriculum. These would include but not be limited to such things as modes of baptism, alteration of the Gospel message, speaking in tongues, interpretation of Scripture by experience, healing on demand, etc. I understand that anyone who does not adhere to this agreement cannot serve with CEF as paid staff or volunteer.

In teaching Bible lessons in core CEF programs I will use exclusively materials approved by CEF.

In offering my services I trust the Lord to make me a faithful servant, and should problems arise between CEF and me that cannot be fully reconciled, I will quietly withdraw to preserve the

harmony essential to having an effective Christian witness.

By signing below, I indicate:

- a. My agreement with the “Statement of Faith” and that
- b. I will abide by the above Worker’s Compliance Agreement, and that
- c. I will abide by the policies of CEF as long as I am actively involved

Print Name _____

Signed _____

Date _____

Address _____

Church affiliation _____

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record' (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
<input type="checkbox"/> FOSTER CARE		
<input type="checkbox"/> ADOPTION		
<input type="checkbox"/> SCHOOL		

SIGNATURE OF CAO REP _____ CAO PHONE NO _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE _____

DATE _____

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II RESULTS OF HISTORY CHECK

APPLICANT IS **NOT** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE. APPLICANT **IS** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER _____

DATE _____

VERIFIER'S SUPERVISOR _____

DATE _____

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE