



PENNSYLVANIA WING CADET TRAINING SCHOOLS
UNITED STATES AIR FORCE AUXILIARY, CIVIL AIR PATROL
Bldg 3-108, Fort Indiantown Gap, Annville, PA 17003



26 January 2016

MEMORANDUM FOR CTS STAFF APPLICANTS AGE 17 YEARS AND OLDER

FROM: CTS/CC

SUBJECT: Notification of PA Child Clearance Laws

1. The purpose of this memorandum is to notify CTS staff applicants of the proper procedures for obtaining Pennsylvania State Child Clearances in order to be eligible to participate in our program. This memorandum applies to all prospective staff members age 17 years or older at the time of the 2016 CTS Graduation date: June 26, 2016. Members who are age 17 or older on this date must read the following instructions carefully.
2. Background. Pennsylvania Act 153, signed by Governor Tom Corbett in 2014, requires persons having contact with children in the state of Pennsylvania to be properly vetted. PA Wing Civil Air Patrol has implemented "State Child Clearances" which must be obtained before any member may act in an official Civil Air Patrol capacity within the jurisdiction of Pennsylvania. This requirement went into effect 1 January 2016.
3. Effective immediately, all members who wish to be assigned to the Pennsylvania Wing Cadet Training Schools are required to be in compliance with the Pennsylvania State Child Clearances. PA Wing members who are not in compliance are considered members who are not in good standing and will not be allowed to staff in any capacity. Out of state members who apply to staff are required to complete instructions in Section 5 of this memorandum before attending any CTS event.
4. Pennsylvania Residents. The following instructions apply to prospective staff applicants who reside within Pennsylvania. Full details are available from the PA Wing Headquarters website: <http://www.pawg.cap.gov/clearances>
 - a. Obtain a Pennsylvania Child Abuse History clearance report from the Pennsylvania Child Welfare Information Solution (CWIS) online system. This process takes 5-10 minutes and results are instantaneous. This report has the Pennsylvania Department of Human Services or the Pennsylvania Child Line stated in upper left hand corner.
 - b. Obtain a Pennsylvania State Police Criminal Record Check through the State Police's online system. This process takes 5-10 minutes and results are typically completed the same day. The full report must be submitted and not just page one or a receipt stating you submitted a request for a report.

c. For Pennsylvania Residents who have less than 10 years of continuous residence, an FBI criminal background check is required. This process can take several hours to find, schedule and physically obtain fingerprints. Processing time varies and can take 1-2 weeks. Cost ranges from \$25-50 depending on method. The full results of the background check must be submitted.

d. For Pennsylvania Residents who have more than 10 years of continuous residence, a disclosure statement for volunteers may be completed.

5. Non-Pennsylvania Residents. The following instructions apply to prospective staff applicants who do not reside within Pennsylvania.

a. If you intend to have more than 30 days of volunteer work within Pennsylvania for the 2016 calendar year, you must complete the full Pennsylvania State Child Clearance process as described in Section 4 above to include an FBI background check. This would apply to out of state members who participate in multiple CAP or non-CAP related work having contact with children. If you fall into this category, please contact the CTS Chief of Staff, Lt Col Kevin Berry. Contact details are in Section 7 below.

b. If you do not intend to have more than 30 days of volunteer work within Pennsylvania for the calendar year, you must submit equivalent child protective clearance paperwork that is required for your state for volunteers or, if there is no requirement for volunteers, then the paperwork that is required for employees who have contact with children. For members living in states that do not have any child protective clearance paperwork, the member is responsible for obtaining a letter from a Governmental Official (such as a nearby Chief of Police, School Principal, a Township Supervisor, etc) stating that there are no child protective services clearances or background checks required for employees or volunteers in the state in which the member lives.

6. Submission. All three documents contain your personally identifiable information (PII) to include full name, address, date of birth and last four of your social security number. In order to protect this information, do not submit this to any CAP individual. You must upload these three documents as a single PDF document into your eServices profile. The direct link for members to upload their file containing all information is:

<https://www.capnhq.gov/CAP.eServices.Web/MyAccount/ClearanceCertificates.aspx>

a. Out-of-State applicants must obtain and upload their Child Clearance paperwork in eServices prior to submitting their registration when the system opens in April. When uploaded, contact Lt Col Kevin Berry so that we can verify with NHQ that your clearances are complete.

7. If you have any questions at all, please contact the CTS Chief of Staff, Lt Col Kevin Berry (cs@pawg.cap.gov) or the CTS Commander, Lt Col Scott Croskey (scroskey@pawgcts.org).



SCOTT R. CROSKEY, Lt Col, CAP
Commander