

PENNSYLVANIA ACT 15 CLEARANCES

Pittsburgh Amateur Hockey League 2024-25



Deadline:

- Prior to participation in any type of team activity, practice, or game
- Process takes up to 4-6 weeks to complete

Who:

- All adult coaches and instructors, including anyone who is on the ice or directing any team activity
- All adult officials (referees), regardless of the ages being officiated
- All team managers and support staff, particularly those with direct and/or routine access to children
- All players who are – or will be – the age of 18+ during the current season
- All locker room monitors and individuals expected to be in – or in proximity to – team locker rooms
- All board members and anyone with authority over minors within an association

What:

- PA State Child Abuse Clearance
- PA State Criminal History Record
- Federal Criminal History Record & FBI Fingerprinting

When:

- Each part is valid for 5 years
- All three parts must be active for the 3-part set to be collectively valid

How:

1. Go to www.compass.state.pa.us/cwis/public/home for the Child Abuse Clearance.
 - a. Click “Individual Login” (returning personnel) or “Create Individual Account” (new personnel).
 - b. Complete the screening process, as prompted.
2. Go to epatch.state.pa.us/Home.jsp for the State Criminal History Record.
 - a. Click “Submit a New Record Check”.
 - b. The “Reason for Request” will be “Employment” for paid personnel and “Volunteer” for unpaid personnel.
 - c. Complete the request process, as prompted.
3. Go to uenroll.identogo.com for the FBI Fingerprinting.
 - a. A temporary affidavit is available in lieu of the physical clearance documents but only for unpaid volunteers who have lived in PA for the last 10 years.
 - b. Enter the correct service code:
 - i. 1KG-756 for paid personnel (coaches, referees)
 - ii. 1KZ-6ZJ for unpaid personnel (managers, board members, players, volunteers)
 - iii. Note: your association may provide a specific service code to use
 - c. Select “Schedule or Manage Appointment”.
 - d. Complete the process, as prompted, to obtain a registration number.
 - e. Schedule an appointment at a site of your choice.
 - f. Provide your registration number at your scheduled appointment.
4. Documents will be sent directly to you, one for each of the three items.
 - a. The Child Abuse Clearance and State Criminal History Record will be accessible electronically.
 - b. The FBI Finger printing document arrives as a hard copy in the mail.
5. Provide all three documents to the appropriate person of authority/supervision.
 - a. In an association, this might be the President, Registrar, or SafeSport Coordinator.
 - b. For referees, you must provide your documents to all of your Assignors.