Delaware County Community College Background Check Process
For Potential Employees

Effective December 31, 2014 Governor Corbett signed into law Act 153 of 2014, that amended the state
Child Protective Services Law (CPSL) to impose greater background check requirements on school
employees, volunteers and contractors with direct contact with children. These clearances include:
- Pennsylvania Child Abuse History Clearance;
- Pennsylvania State Police Criminal Record Check;
- Federal Bureau of Investigation Criminal Background Check.

There are several steps you will need to take to complete each of the background checks. Please note
clearances must all be in place PRIOR to the employees start date.

For All Clearances
1. Complete DCCC Background Check Information Authorization Form and return it to the Human
   Resources Department. Please note all fields on the form are required.
   https://www.dccc.edu/system/files/intranet/human-resources/Background_Check_Form.pdf

For the FBI Fingerprinting
1. Contact Ellen Solderitsch in HR to make an appointment at the Marple Campus for
   fingerprinting, ESolderitsch@DCCC.edu or 6610-359-5107. If the Marple location is not possible
   go to https://www.pa.cogentid.com/index_dpwnew.htm to find an alternate fingerprinting site.
   a. If an alternate fingerprinting site is chosen HR will issue the potential employee a
      registration number.
2. Fingerprinting will take place, the process takes about 10 minutes
3. Results are mailed directly to the potential employee’s home address in about 10 days.
4. Potential employee returns the original results to the Human Resources office.

For the Child Abuse Clearance
1. Potential employee will go to https://www.compass.state.pa.us/CWIS/Public/Home to create
   an account to complete the child abuse clearances process.
2. Human Resources will issue the potential employee a payment code for the process.
3. Results will be available in 24-28 hours.

For the State Police Clearance
1. Human Resources will run the State Police Check

Review
1. All results are reviewed and offer of employment is extended and start date is determined.