

NORTH MONTCO TECHNICAL CAREER CENTER
WORK INSTRUCTION FOR CLEARANCE REQUIREMENTS FOR
SCHOOL-TO-WORK EMPLOYERS

PENNSYLVANIA STATE POLICE CRIMINAL HISTORY RECORD (ACT 34)

Log onto <https://epatch.state.pa.us> and select “Submit a New Record Check – VOLUNTEERS ONLY”

If a request is returned “Under Review” it will be updated to the status of “No Record” or “Record” within a few weeks. For all “No Record” responses, the employer must print the clearance at their computer (be sure to print the actual certificate page that has the seal in the middle). All “Record” status requests will be mailed to the address provided by the applicant. The employer must provide a copy of the clearance to NMTCC’s School-to-Work office.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (ACT 151)

Log onto <https://www.compass.state.pa.us/CWIS> and select “Create a New Account” and enter profile information. Fee is \$13.00 (free if you select Volunteer). Applicant must provide his/her name and address and credit card information.

Creating an account and submitting your clearance application online will give you immediate access to your results. The employer must provide a copy of the clearance to NMTCC’s School-to-Work office.

FEDERAL (FBI) CRIMINAL HISTORY REPORT (ACT 114)

FBI fingerprint clearances are not required for employers, as long as they meet all the requirements listed on form number STC-059, which must be signed and returned to NMTCC’s School-to-Work Office. If those requirements are not met, you must obtain an FBI fingerprint clearance by doing the following:

You must register for the clearance PRIOR to going to the fingerprint site. Log onto <https://uenroll.identogo.com>. Fee is \$23.85. During the pre-enrollment process, all demographic data (name, address, etc) is collected, along with notices about identification requirements and other important information. When registering online, the applicant must use NMTCC’s agency-specific Service Code, which is **1KG6NX**. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable.

Once the applicant has been fingerprinted, the Identogo receipt should be provided to the school as proof of fingerprinting as well as used to locate the applicant result.

If you would like to be reimbursed for the cost of your clearances, please submit form number BUS-025 to NMTCC’s School-to-Work Office once all of your clearances have been submitted to the school.

NORTH MONTCO TECHNICAL CAREER CENTER
1265 Sunneystown Pike
Lansdale, PA 19446
(215) 368-1177

Dear Employer-Partner:

For decades, thousands of Pennsylvania employers just like you have successfully provided valuable workplace experiences for students in school-to-work programs. In return, schools like North Montco Technical Career Center (NMTCC) have provided employers with access to a perpetually emerging pool of workers with industry-relevant, entry level skills. At NMTCC, School-to-Work experiences are a school-wide priority and we have a large number of students working in cooperative and career internship placements.

It is important to note that Pennsylvania lawmakers recently enacted House Bill #1276, requiring that employer-supervisors of students in School-to-Work programs have the same three clearances as educational workers. At this time, clearances are required only for the person in your organization who is designated as the supervisor of the student-worker. Clearances are valid for 5 years so they can be applicable to more than one student-worker.

Details for applying for these clearances can be found on the attached Work Instruction #126. Once you have obtained the necessary clearances, please provide copies to our School-to-Work Office. If you would like to be reimbursed for the cost of the clearances, please submit all receipts with form #BUS-025 to the School-to-Work Office once all clearances have been submitted to the school.

If the requirements of HB #1276 are creating a hardship that will stop you from participating in our School-to-Work programs, please let us know by contacting me at gpardovich@nmtcc.org.

Thank you for your consideration in this matter.

With gratitude and best regards,

Gina Pardovich
Administrative Director

GP:cjk