



INSTRUCTIONS FOR STATE-MANDATED CLEARANCES AND TRAINING

General Notes – Applicable to ALL Clearances

1. All documents must be delivered in one of two ways: saved as a PDR and emailed to clearances@shadysideacademy.org or printed, with all required information and watermark clearly legible, and hand-delivered to the Bayard House on the Senior School campus.
2. Screenshots or photos of documents are unacceptable under the law. If you are unable to save as a PDF or to print clearly, contact us at clearances@shadysideacademy.org for instructions.
3. Always retain copies of all clearance for your own records.

INSTRUCTIONS FOR STATE MANDATED TRAINING AND CLEARANCE UPDATES

*****SCREENSHOTS, OR PHOTOS OF DOCUMENTS TAKEN WITH A CAMERA OR CELLPHONE ARE UNACCEPTABLE AND WILL VOID YOUR DOCUMENTS. IF YOU CANNOT PRINT, OR PRINT CLEARLY AT HOME, PLEASE SAVE THE DOCUMENT AS A PDF, E-MAIL IT TO YOURSELF AND BRING IT IN TO SHADY SIDE ACADEMY TO PRINT PROPERLY.*****

PA Child Abuse History Clearance:

1. Go to <https://www.compass.state.pa.us/cwis/public/home> **If this is your first time on the site, complete steps 2-7. If you already have your login information, skip to step 8.*
2. Choose “create individual account” and enter the requested information.
3. Check your email for a message with a temporary password.
4. Return to the link above, choose “login.”
5. Enter the Keystone ID (aka username) you created in the first step and the password sent in the email.
6. When prompted, change your password to something of your choice – note the very specific security requirements listed for your password.
7. *Be sure to keep track of your login information – you will need to access this account should you ever have cause to report suspected abuse.*
8. Login again with your Keystone ID and newly created password.
9. Accept the terms & conditions and move on to submitting your clearance request.
10. Choose “school employment” or “volunteer”, as appropriate, as the reason for your request
11. Complete the application. Be prepared to enter every previous name you’ve ever used, every previous address you’ve ever lived at, and every person with whom you’ve ever lived. They will accept partial information if you don’t remember all the exact addresses.
12. Review your information and continue to the payment screen.
13. Enter your credit card information to **pay the fee** (if you are an employee – there is no cost for volunteers)
14. Print and retain your confirmation.
15. Once submitted & processed, you’ll be able to access your results through this account. **EXAMPLES OF WHAT THESE CERTIFICATES LOOK LIKE ARE ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**
16. **Please note that there are several versions attached. Yours may vary depending on when, how and where you obtained it. Any of the three formats attached are acceptable, but all information must be clear, legible and visible.** Print your results and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records.

NOTE: The Commonwealth of Pennsylvania requires school employees to renew their clearances every five years.



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

00207366860010101

Requester Name

Requester Address

CERTIFICATION ID: XXXXXXXXXXXX

CERTIFICATION PURPOSE: EMPLOYMENT

VERIFICATION DATE: MM/DD/YYYY

SOCIAL SECURITY #: XXX-XX-NONE

DATE OF BIRTH: MM/DD/YYYY

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

MUST have visible legible watermarks in this version

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT





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Approved Child Abuse Recognition and Reporting Training for Mandated Reports:

1. Go to reportabusepa.pitt.edu *If this is your first time registering for the course, complete steps 2-4. If you already have a user name and password, skip to step 5.*
2. Click the "Registration" link in the blue bar across the top
3. Enter the requested personal information
4. You will be assigned a username and password
5. Return to the welcome page and login with the username and password provided in the previous step
6. Click on the link for the course "Recognizing and Reporting Child Abuse"
7. You will need to disable the pop-up blocker in your browser in order to launch the course.
8. The course is presented in 10 sections; navigate through them at your own pace. At the end of each section you will have the opportunity to save your progress and exit, to continue at a later time.
9. The course will take three hours to complete.
10. During Section 9, you will learn how to report suspected abuse to ChildLine through the self-serve system. The web site and account used for reporting are the same as those used for obtaining the PA Child Abuse History Clearance as described below.
11. Upon completing the course and the survey, enter your full name on the signature page.
12. Print your certificate of completion and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**
13. Certificates when printed, must have all language/words visible and legible and no part of the certificate is to be cut off, preventing visibility of any of its contents.

NOTE: The Commonwealth of Pennsylvania requires school employees to renew their clearances every five years.

Certificate of Completion

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements

3 continuing education hours

Presenter:

University of Pittsburgh School of Social Work, PA Child Welfare Resource Center
403 East Winding Hill Road, Mechanicsburg, PA 17055

Presented to:

on the date:



Provider Number:
CACE000004

CE Course Number:
PCW000001

MaryRose McCarthy, Director
PA Child Welfare Resource Center

Tracy Soeks, Director of Continuing Education
School of Social Work

PRINT



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FBI fingerprint check:

1. Go to <https://uenroll.identogo.com>
2. Enter the appropriate service code. NOTE: You must be accurate with your service code. WE CANNOT ACCEPT a volunteer clearance for a paid employee.
 - a. EMPLOYEES: 1KG6V5
 - b. VOLUNTEERS: 1KG6ZJ
3. Follow the site instructions to choose a location and schedule an appointment for your fingerprinting.
4. The confirmation screen will list the date, time and location of your appointment; identification documents you will need to bring, and the **cost of the fingerprinting, which you will pay in person** at the time of your appointment. There is a slightly reduced rate for volunteers.
5. Within a few days after completing your fingerprints, you should receive an email with your unofficial results. NOTE: the link provided for your results is valid once only and expires quickly – please follow the link and download your results as quickly as possible. Provide these results to the Academy either in person at Bayard House, Senior School campus or via email at clearances@shadysideacademy.org.

NOTE: The Commonwealth of Pennsylvania requires school employees to renew their clearances every five years.

333 Market Street
Harrisburg, PA 17126-0333

PITTSBURGH PA 15238

UE IO: UZS

Dear [REDACTED]

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at : www.education.pa.gov. The PDE's School Services Unit oversees the process, and can be contacted at: RA-P0E-SchoolService@pa.gov

ICN E2018205000000268922

CIDN

OCA CRPA9110Z

DOB

MNU

SOC

SEX M RAC W HGT 508

TNIBT009Z MORPHO TRUST

WASHINGTON DC

2018/07/24

A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST

DATA. CJIS DIVISION

2018/07/24 FEDERAL BUREAU OF INVESTIGATION

TNIBT009Z
MORPBO TRUST USA LLC
STE 100
1255 23RD ST NW
WASHINGTON DC 20037



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PA state criminal history check:

1. Go to <https://epatch.pa.gov/home>
2. Choose "submit a new record check."
3. Accept the terms and conditions.
4. Click the button for "Submit a New Record Check" if you are an employee, or "New Record Check (Volunteers Only)" if you are a volunteer.
5. Enter your name, address, SSN, and any other names you have used (e.g., maiden name, previous married name, or aliases/nicknames.)
6. Enter your credit card information to **pay the fee** (if you are an employee – there is no charge for volunteers)
7. Print and retain your confirmation.
8. The next screen will show the control #, your name, the date of request and the status. Double click the control number.
9. This screen will show the same information and method of payment along with some other personal information and will have "certification form" written in blue above a "back button." Double click "certification form."
10. A pop-up screen regarding formatting may appear – click "ok"
1. This screen is the official result of your background check and is the **only piece** that is valid for submission. Without this form, your record will not be considered complete. **Please print it out the seal must be visible and legible in the printed copy for it to be valid.** If your printer is unable to do this, or you cannot print, please save as a pdf and e-mail to yourself and then print from an SSA printer. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**

NOTE: The Commonwealth of Pennsylvania requires school employees to renew their clearances every five years.

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

Requester Name

Requester Address

TELEPHONE Requester Phone #

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Seal MUST be visible and legible!!!!

Name: Last Name, First Name

Date of Birth: MM/DD/YYYY

Social Security #: xxx-xx-Last 4 of SS #

Sex: Unknown

Race: Unknown

Date of Request: MM/DD/YY 03:11 PM

Purpose of Request: Employment

Maiden Name and/or Alias (1) (2)

(3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # R##### ***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA.(1-888-783-7972).

Certified by:

CPL. Bradley Timbrell

Corporal Bradley Timbrell, Acting Director
Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
05/05/2016 03:12 PM