



## AVON GROVE CHARTER SCHOOL

INSPIRE PASSION FOR LIFELONG LEARNING ONE STUDENT AT A TIME

FROM THE OFFICE OF HUMAN RESOURCES

### PA Background Clearances

*Renewal/Current Staff*

Avon Grove Charter School's policy mandates that all AGCS employee clearance forms must be updated upon request of the school not less than every 36 months. These clearances are required by the Department of Education for all public and private schools and identified as:

Act 34: [Pennsylvania Access to Criminal History \(PATCH\)](#)

Act 151: [Pennsylvania Child Abuse](#)

Act 114: [FBI Criminal Background \(Fingerprints\)](#) code **1KG6Q9**

*\*\* Employees are required to report any offenses listed under Section 111(e) of the School Code – please report these offenses on [PDE Form 6004](#).*

The Human Resources Department will contact employees that need to update their clearances before the next school term (*end of April or early May*). Employees are responsible to submit and pay for their clearances but are eligible for reimbursement for the out-of-pocket expense for the required background clearances.

#### Friendly Reminders:

- A reimbursement form must be completed and signed by supervisor
  - *Reimbursement forms can be found on the Staff Intranet or Paylocity*
- Copies of each receipt must be attached
- Completed forms are to be submitted to the Business Office (**Susan Winiarski and Terri Baiocco**)
- Reimbursement requests must be submitted with 90 days from dates listed on receipts

#### **AND**

- Requests must be submitted no later than July 15<sup>th</sup> of current year
- If, at any point during the process, you have to submit for a duplicate clearance, reimbursement will not be granted and you will absorb the cost.

**Please only submit your results once ALL clearances are complete to [hr@agcharter.org](mailto:hr@agcharter.org)!!!**

*\*\*Please submit clearances in PDF format from your school email address.*

*\*\*\*If the employee fails to return to Human Resources the necessary clearances by the given due date, the employee will receive an unpaid suspension for one (1) day, to ensure the required clearance forms and fingerprinting are completed. After the day suspension, if the employee fails to complete the clearance requirement by not providing HR with the completed form and/or the completion date and time of their fingerprinting, the employee will be terminated effective immediately.*

# Pennsylvania Access to Criminal History

**Step 1. Click on the link above to access the EPATCH website.**

**Step 2. Click “Submit a New Record Check”.**

Welcome to Pennsylvania Access To Criminal History

EPATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to ensure that the information provided is accurate and complete. PATCH Helpline 1-888-QUERY-PA (1-888-783-7972). All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Volunteer Record Check

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

**Step 3. Read the Terms and Conditions.**

**Step 4. Scroll to the bottom to Accept.**

Do you accept these Terms and Conditions:

Accept Decline

**Step 5. Select Individual Request and click continue.**

Individual Request

Company Request

**Step 6. Select “Employment” for Reason of Request and enter your information. Click Next at the bottom of the page once you have entered your information.**

After this step is completed, information regarding the individual for which you are requesting and paying for the Criminal History Record Check. The PATCH certificate will be issued to you. After entering the background checks, you will be required to enter a valid email address for the individual.

\* Reason For Request: -- Select a Reason --

\* First Name:

**Step 7. The next page will ask you to review the information entered on the previous page, please double check for incorrect information, spelling errors, etc. Continue forward by clicking “Proceed”.**

**Step 8. Enter your payment information to process your application.**

Step 9. After processing your application, your clearance will be complete and ready. To continue, click the **blue** control number.

Control #	Subject Name	Date of Request	Status
R27893324			No Record

Step 10. The next page will resemble the picture below, the page should be printed as proof of receipt and submitted with your reimbursement form.

Step 11. Please click "Certification Form" to access your official PA Criminal Background Check – this is the certification HR needs on file.

Subject Name:		Status: No Record
Alias/Maiden Name 1:		Request Date: [REDACTED]
Race:		Last Update Date: [REDACTED]
Sex:		Fee: \$22.00
Date of Birth:		Payment Method: Credit Card
Social Security #:		Invoice #: [REDACTED]
Reason for Request:		

**\*\* PRINT THIS PAGE AS PROOF OF RECEIPT FOR REIMBURSEMENT. You will not be able to access it again.**

[Certification Form](#)

Print Save

**Pennsylvania State Police**  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

**Response for Criminal Record Check**

TELEPHONE ( [REDACTED] )

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

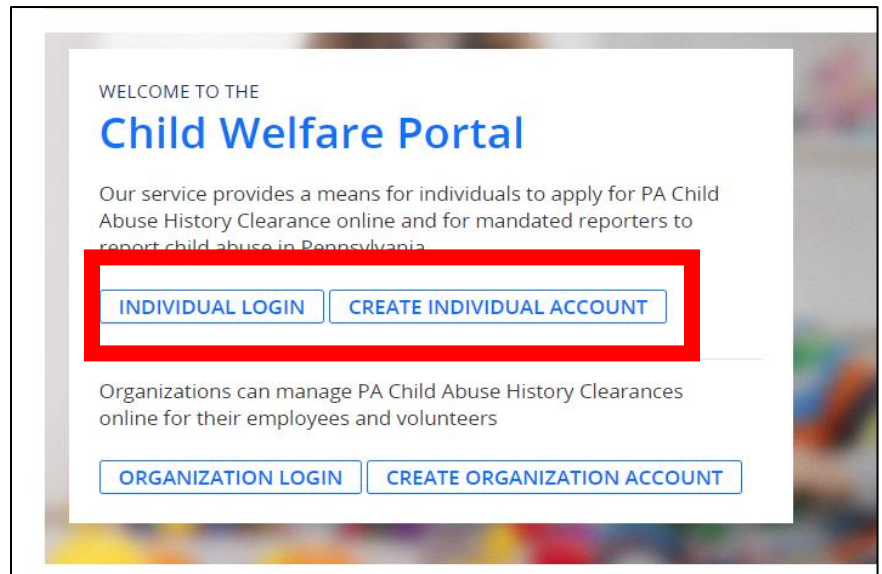
Name: [REDACTED]  
Date of Birth: [REDACTED]  
Social Security #: [REDACTED]  
Sex: [REDACTED]  
Race: [REDACTED]  
Date of Request: [REDACTED]  
Purpose of Request: [REDACTED]

The above picture is an example of the certification that should be submitted to HR. **Be sure to print or save your certification, you will only be able to access the certification one time!**

# Pennsylvania Child Abuse

**Step 1. Click on the link above to access the Child Welfare Portal.**

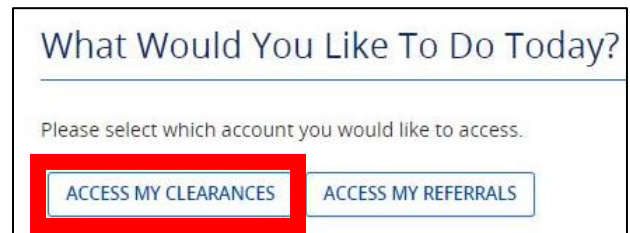
**Step 2. Click “Individual Login” if you have submitted a PA Child Abuse Clearance before. Click “Create Individual Account” if this is your first time submitting a PA Child Abuse Clearance OR you no longer have access to the email address linked to your account.**



*\*\* If you forget your login, the website will give the option to click “forgot Username” or “forgot password”.*

*\*\* If you create an account and the website notifies you that an account already exists under that email address, you will need to either register with a new email address or use the “forgot username” or “forgot password” option.*

**Step 3. If you choose “Individual Login”, the next page will resemble the photo to the right.**



**You will then be able to enter your Keystone ID/User ID and Password OR choose “Forgot User ID/Forgot Password” and continue to follow the steps.**



**Step 4.** If you choose “Create Individual Account”, the next page will resemble the photo on the right.

**To create an account, you will need to create a Keystone ID. \*\* The ID is something you will need to create on your own. Example: JohnDoe2022. Continue by entering the information requested. When you have submitted your login information, an email will be sent with a temporary password.**

**Step 5.** After account is created, go back to Child Welfare Portal and click “Individual Login”, enter the login you created with your updated password. Click “Create Clearance Application”.

**Step 6.** Click “Begin” on the bottom right of the next page.

**Step 7.** For Application Purpose, select “School Employee Governed by Public School Code: Apply as a school employee who is required to obtain background checks pursuant to Section 111 of the Public-School Code.”

**Step 8.** Continue to follow the application steps by entering your information and payment information to process the application.

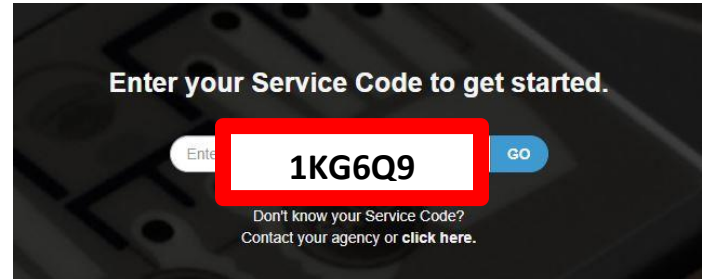
The PA Child Abuse Clearance can take up to 14 days to process. Please monitor your email and mail and **send your certificate to Human Resources when received.** For reimbursement, a confirmation email will be sent to the email address you provided or a confirmation page will show on the website after submitting.

**\*\* Save your Keystone ID and Password to access your certificate \*\***

# FBI Criminal Background (Fingerprints)

Step 1. Click on the link above to register for your fingerprints.

Step 2. Use the service code provided: **1KG6Q9**



Step 3. Select “Schedule or Manage Appointment” and complete the necessary information to register for your fingerprints.

When registering, you will be asked to select a document to bring to your appointment. The name on the document must match the name you are enrolling under. **\*\* Do not forget to bring the selected document to your fingerprinting appointment.**



Once you have completed your fingerprints, please **send your UEID# found on your receipt to Human Resources.** In order to be reimbursed for the fingerprinting fee, please keep your receipt.

Below are a number of Enrollment Centers/FBI Fingerprinting Sites:

Location:	Address:	Monday-Friday Hours:	Saturday Hours:
<b>West Grove</b> *Pack N Ship	25 Jenners Village Circle West Grove, PA 19390	10:30am-12:30pm & 1:30pm-5:30pm	11:00am-1:00pm
<b>Kennett Square</b> *Parcel & More	873 E. Baltimore Pike Kennett Square, PA 19348	10:30am-5:30pm	N/A
<b>West Chester</b> *AAA	707 E. Gay Street West Chester, PA 19380	8:30am-12:00pm & 12:30pm-5:00pm	8:30am-12:00pm & 12:30pm-3:00pm
<b>Downingtown</b> *AAA	105 Quarry Road Downingtown, PA 19355	9:00am-12:00pm & 12:30pm-5:00pm	9:00am-2:00pm
<b>Coatesville</b> *H&C Nursing	525 Highland Blvd, Suite 105 Coatesville, PA 19320	11:30am-5:00pm	N/A