



CLEARANCES REQUIRED FOR SCHOOL EMPLOYMENT

All clearances and documentation can be presented to the Human Resources Manager on or before first day of employment. Virtus training has 90 day window from first day of employment.

Att: Mrs. Josephine Zabat (JZabat@vmahs.org)

1. The following clearances must be obtained by employees:

- Federal Bureau of Investigation Fingerprint Clearance
Fingerprinting <https://www.identogo.com> Code 1KG6XN
- [Request for Criminal Record Check](#) (Within the last 2 years) State Police Clearance
- [PA Child Abuse History Clearance](#) (Within the last 2 years):

2. The Sexual Misconduct/Abuse Disclosure Release – PDE Act 168 of 2014 Form is to be signed by any previous employers. You fill out the form and send it to them. They can return it to the school. Sexual Misconduct/Abuse Disclosure Release – [PDE Act 168 of 2014](#)

3. Health Record - Once you complete the Health Record form, please print and provide to your physician for completion. Once completed, the form should be delivered to HR Manager. [Completed Physical Form](#) (attached)

4. Act 126 Child Abuse Recognition and Reporting Training
<https://pdc.pdesas.org/> (need to make an account)

The course is available on the Department of Education's SAS Portal. Participants who do not have a SAS account must first register for one. To register for and view the course, participants must log into the [SAS PD Center](#). A brief assessment will be given at the end of the course. All participants will receive a certificate of completion. Educators holding Pennsylvania certification will receive Act 48 credit. All content must be viewed prior to taking the assessment and receiving a certificate. Click the link below for more detailed instructions.

5. [I 9 Form documentation](#)

6. VIRTUS Training: You are required to register & complete these two clearances. Once completed, the certificate needs to be reported to HR Manager. These are not required for onboarding in iSolved but will need to be delivered to the school within 90 days of employment.

REGISTRATION LINK: <http://childyouthprotection.org>
[VIRTUS Safe Environment](#) (Part 1) “Protecting God’s Children” and
(Part 2) “Mandated Reporting of Suspected Child Abuse” Online course

- 7. Additional Information-** submit to HR Manager by day 1
- a. Direct deposit bank account evidence-Cancelled check
 - b. Professional licenses or certifications (teaching, nursing, etc.)