

Guest Teacher Clearance Instructions – Please retain a copy to provide to school districts

FBI Criminal History Report

Fee: \$24.95 (Effective 1/1/25: \$24.95)

◆ **Important:** We **cannot** accept the DHS version. All fingerprinting clearances must be registered through **IdentoGO** using the service code below.

Steps to Complete:

1. **Register with IdentoGO:**
 - Visit: [IdentoGO Website](#)
 - **Service Code:** 1KG6S7 (for CSIU Intermediate Unit employment)
2. **Schedule an Appointment:**
 - Click “**Schedule or Manage Appointment**”
 - Complete all required fields and citizenship details
3. **Prepare Identification:**
 - Choose the ID materials to bring
 - Select a convenient date & time
4. **Fingerprinting Appointment:**
 - Print confirmation page and visit an approved **IdentoGO** location
 - Find a location: [Click here](#)
5. **Submit Clearance:**
 - Keep your **UEID receipt**
 - Submit to **Human Resources** to retrieve the official clearance
 - You will also receive an email notification with results—**save a pdf and enter the UEID number in the SCView Guest Teacher Packet**

📞 **IdentoGO Customer Support:** (844) 321-2124

Pennsylvania State Police Criminal Record Check

Fee: \$22

◆ **Important:** Must be completed online with a **credit card**. No mailed results.

Steps to Complete:

1. Visit: [ePatch Website](#)
2. Click “**Submit a New Record Check**”
3. Select “**Individual Request**” and continue
4. Choose “**Employment**” as the reason
5. Enter required information and proceed to payment
6. Once results are available, **save as a pdf and upload into the SCView Guest Teacher packet**

📞 **PATCH Helpdesk:** 1-888-783-7972

Child Abuse History Clearance

Fee: \$13

◆ **Best Browser:** Internet Explorer

Steps to Complete:

1. Visit: [Child Abuse Clearance Website](#)
2. Click “**Create Individual Account**”
3. Follow prompts to create a **Keystone ID**
4. **Select:** *School Employee Governed by Public School Code*
5. Pay the **\$13 fee** via credit card
6. Save your **clearance results** as a pdf for your records, and upload a copy in the SCView Guest Teacher Packet. The state provides the clearance with security measures in place. To access it, you may need to work around these protections by selecting the 'Print' option and then choosing 'Save as PDF' instead of printing

 *Processing Time:* Up to 14 days

 **Customer Support:** 1-877-371-5422

Mandated Reporter Training (Act 126)

◆ **Required for all CSIU employees** (Even if no direct child contact)

Training Options:

- View pre-approved courses: [PDE Act 126 Courses](#)
- Free **Online Training:** [University of Pittsburgh](#)

Steps to Complete:

1. Register on the website and create an account
2. Complete the **3-hour** training course (can pause and resume as needed)
3. Print the **completion certificate**
4. Upload a copy in the SCView Guest Teacher Packet

 **Technical Support:** helpcpsl@pitt.edu (Mon-Fri, 8 AM - 4 PM EST)