



---

## EMPLOYEE INSTRUCTIONS FOR REQUIRED CLEARANCES

### **1. Act 34 State Police Criminal Record Check**

- a. Go to <https://epatch.pa.gov/home> Click on Submit a New Record Check
- b. Follow instructions and select Individual Request and click continue
- c. Reason for Request: *Employment*; there is a \$22.00 fee
- d. Enter your information and click next, click on control number, click on certification form.  
Print out the record check and submit clearance to Human Resources

### **2. Act 151 Child Abuse History Clearance**

- a. Visit [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) (Child Welfare Portal) click on Create Individual Account and enter the information to create your Individual Login. Login and follow the instructions. For purpose of clearance, select **School Employee Governed by the Public School Code**.
- b. There is a fee of \$13.00. Applicants will receive their results more quickly via email and will be able to print their results from any computer. Submit clearance to Human Resources

### **3. Act 114 Federal Criminal History Record Check - New fingerprint vendor, IDEMIA**

- a. Applicants are required to pre-register before being fingerprinted
- b. Go to <https://uenroll.identogo.com>.
- c. Enter the Service Code 1KG6XN (School Districts)
- d. Click on Schedule or Manage Appointment; complete the fields and click on Next until all registration pages are complete.
- e. When registering you have the option to schedule an appointment to have your fingerprints taken. Appointments are not required but recommended.
- f. Payment is due at the time of fingerprinting, \$25.25, which can be paid by money order, cashier's check, or major credit cards.
- g. Once fingerprinted, bring the Identogo Receipt to Human Resources
- h. If you don't have internet access you can call 1-844-321-2101 to pre-register.

#### **4. Act 126 Child Abuse and Educator Misconduct**

**a. Mandated Child Abuse Recognition and Reporting Training – 3 hours**

The training can be completed online at no cost through the Pennsylvania Child Welfare Resource Center: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Please be sure to print the certificate of completion when you have finished the training and provide a copy to Human Resources.

**b. Educator Misconduct Training – 3 hours**

Go to: [pdesas.org](http://pdesas.org) Begin by creating your SAS account by clicking on the yellow Login button in the upper right-hand corner and then the Register link. Once you are into your SAS dashboard, click on the yellow drop-down in the upper right corner titled “Your Name’s SAS Tools.” Choose PD Center. Scroll down to “Featured Courses” and click on the View Catalog button. Select the Act 126 checkbox in the left sidebar under Course Options. Click the Options drop-down and choose Register for either the Staff Track – Educator Discipline Act or the Teacher Track – Educator Discipline Act, depending on your classification. On the next screen choose Register, a message box will direct you to navigate to your “My Classes” page. This page can be found by clicking on the Menu drop-down in the upper-right corner, near your name. Once you see the course in your “My Classes” page, click on the Options button to start the course. Please be sure to print the certificate of completion when you have finished the training and provide a copy to Human Resources. To obtain your certificate of completion, click on the Menu button on the top right of the screen and choose “my past classes”. Click on Options and choose “View Certificate”.