

Applicant Clearance Application Directions

New Hires must submit three clearances: Act 34, Act 151, & Act 114

New Hires must submit Act 168 Forms as well

Note: Clearance dates must be within one year at time of Board approval

Act 34 Criminal Background History – Criminal reports may be obtained electronically from the Pennsylvania State Police at <https://epatch.pa.gov>.

You will be required to enter a valid credit card which will be charged \$22.00.

- Click on **<Submit a New Record Check>**
- Click to accept the terms and conditions
- Complete the fields
 - **Choose: individual request <continue>**
 - **Reason: employment**
 - **Enter personal information**
- Click **<next>**
- Verify the information by clicking **<proceed>**
- Complete the fields and click on **<enter this request>**
- Click **<finished>**
- Click **<submit>** then **<checkout>** and enter the credit card information
- Click on the Control Number
- Click **<certification form>** to access official clearance
- Print the certificate by clicking **PRINT** at the top of the page

Note: If certificate shows **Request Under Review for Control # or Pending**, check daily for status of certificate by returning to <https://epatch.pa.gov/> website.

- Choose **<record check>** top of the page
- Choose **<check status>**
- Enter requested information
- Check for **No Record** or **Record** on certificate
- Print certificate

Act 151 Child Abuse Clearance – The Child Abuse report application may be obtained electronically at <https://www.compass.state.pa.us/CWIS>

If experiencing issues, please try a different web browser

You will be required to enter a valid credit card which will be charged \$13.00.

First Time Users:

- Create new account (email address needed)
- Click **<next>**
- Keystone ID: **< create a username>**
- Complete the fields
- Click **<finished>**
- Note exact entry of first and last name (needed for electronic signature)

Note: A temporary password will be emailed to you. Once you obtain your temporary password, you will need to log in and change your password. Once the password is changed, follow the procedures below.

Already Have a Login:

- Individual Login
- Access my clearances
- Click **<continue>**
- Login
- Click **<continue>** and follow **<next prompts>**
- Click on **<Create a Clearance Application>**
- Click **<begin>**
- Application Purpose: **<Employee Governed by Public School Code>**, click **<next>**
- Follow prompts to enter information
- Click "+" to add information
- Click **<next>** to continue
- Complete/enter eSignature
- Application payment page:
"Did an organization provide a code for your application" – **<please mark "no">**
- Submit payment

Note: May take up to 14 days to receive the report via email or mail.

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Act 114 Federal (FBI) Criminal History Report

<https://uenroll.identogo.com/>

- Enter the following Service Code: **1KG6XN**
- Follow steps below:
 - **<Schedule or Manage Appointment>**
 - Choose **<Name/Method of Contact>**
 - Enter required information then choose **<Next>** (several pages) (Note: NO authorization code for payment)
 - Search for Enrollment Center Location
- Print a copy of your registration form. It will contain a UE ID# that must be presented at the time of fingerprinting. The UE number will always start with **UZSV**.
- A driver's license is required at the time of fingerprinting.
- Social security number is required at the time of fingerprinting.
- If using a credit card, the name on the card must be the same as the person being fingerprinted. For example, the use of a spouse's credit card for the transaction will not be permitted.
- The current **amount due for fingerprinting is \$26.20**. This fee must be paid by credit card, debit card or money order only. Cash or personal checks will not be accepted. Unfortunately, individual payments will only be accepted.
- Once your fingerprints have been scanned and processed, the results will be emailed directly to you
 - It will be a one-time only link that will expire in 30 days.
 - It must be saved or printed when you open it.
 - It will be **"UNOFFICIAL"** results. Note: you will **NOT** receive "official" results.
 - Check your Junk/Spam folder.
- **Both pages** of the fingerprint report must be submitted.

To find a fingerprint location, visit <https://www.identogo.com/locations/pennsylvania>

Please upload all 3 clearances to the portal. These MUST be in .pdf format. Pictures will not be accepted.

Act 168 Sexual Misconduct/Abuse Disclosure Release Form

Under Act 168 of 2014, in addition to satisfying pre-existing employment requirements under the Public School Code of 1949 and 23 Pa.C.S., a hiring entity must require an applicant for any position in which there is direct contact with children to complete the Sexual Misconduct/Abuse Disclosure prior to being approved by the School Board, for the following situations:

- **ALL** current employers, AND

- **ALL** former employer(s) that were school entities (including colleges and universities), AND
- **ALL** former employer(s) where you had direct contact with children (this would include coaching, tutoring, camps, lifeguards, etc.)

ACT 168 DIRECTIONS:

1. Complete a form for EACH employer that falls in the categories listed above
 - a. If you have held different positions for an employer (teacher, substitute, coach, etc.), submit only ONE form with all the positions listed in Section 1.
2. Complete the Employer Section and Section 1 (with signature & date)
3. **Do NOT complete Section 2**
4. **Do NOT send it to your former employer(s)**
5. Keep in mind when filling out these forms
 - a. ***Please fill in the employer's e-mail address and contact person.*** This person should be a current employee, not necessarily someone that was there when you worked there. Google is a great way to find contact information for previous places of employment or you may have to call your previous employer and ask to whom this form should be sent.
 - b. ***For employment at a school,*** please use the school district as the employer not the specific school at which you worked – the contact for a school district is typically the HR department or business office.
 - c. ***For any substituting position with school districts,*** make sure to fill out the Act 168 for the employer/company that paid you. Some school districts use agencies/services for their substitutes. If you were paid by the Agency, the employer would be the agency/service not the school district.

Link to Act 168 form: [Act 168 - Sexual Misconduct/Abuse Disclosure Release.](#)

Please note, it can take up to 20 days for employers to complete the form(s) and return to us. **Keep in mind that Board approval is pending until we receive the form(s) from the current and former employer(s).**