PA Background Clearances

Current Employees

Avon Grove Charter School is dedicated to ensuring the security, safety, and health of its employees, students, and community members. We are committed to safeguarding the school's assets and resources and ensuring that individuals in responsible positions maintain the trust placed in them. To that end, Avon Grove Charter School will adhere to the background check requirements set forth by the Commonwealth of Pennsylvania. All AGCS employees must update their clearance forms upon request by the school, and no less than every 36 months.

The Human Resources Department will reach out to employees in late April or early May to notify those who need to update their clearances before the upcoming school year.

Employees are responsible for submitting and paying for their clearances; however, they are eligible for reimbursement for the out-of-pocket costs associated with the required background checks.

Friendly Reminders:

- Links and instructions for the required clearances can be found below.
- Clearances must be for employment purposes only—volunteer clearances will not be accepted.
- All clearances (with satisfactory results) must be submitted by the specified deadline.
- A reimbursement form must be completed and signed by your supervisor:
  - Reimbursement forms can be found on the **Staff Intranet** or **Paylocity**.
  - Copies of receipts for each clearance must be attached.
  - Completed reimbursement forms should be submitted to the Business Office via email at: swiniarski@agcharter.org and tbaiocco@agcharter.org.
- Reimbursement requests must be submitted no later than **July 15th** of the current year.
- If, at any point during the process, you need to submit for a duplicate clearance, reimbursement will not be granted, and you will be responsible for the cost.

Act 34: Pennsylvania Access to Criminal History (PATCH)

Act 151: Pennsylvania Child Abuse

Act 114: FBI Criminal Background (Fingerprints) **code 1KG6Q9**

Act 24: Arrest/Conviction Form

*** Employees are required to report any offenses listed under Section 111(e) of the School Code – please report these offenses on PDE Form 6004, which is available in the Human Resources Offices.*

Please submit your completed clearances in one email to: hr@agcharter.org

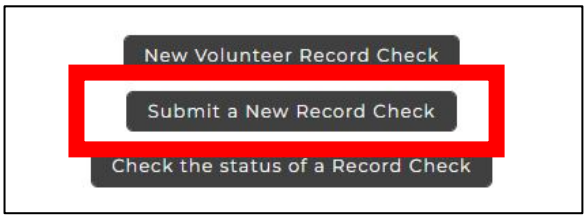
Policy #101:

If the employee fails to return to Human Resources the necessary clearances, the employee will receive an unpaid suspension for one (1) day, to ensure the required clearance forms and fingerprinting are completed. After the one (1) day suspension, if the employee fails to complete the clearance requirement by not providing HR with the completed document, the employee will be terminated effective immediately.

Pennsylvania Access to Criminal History

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

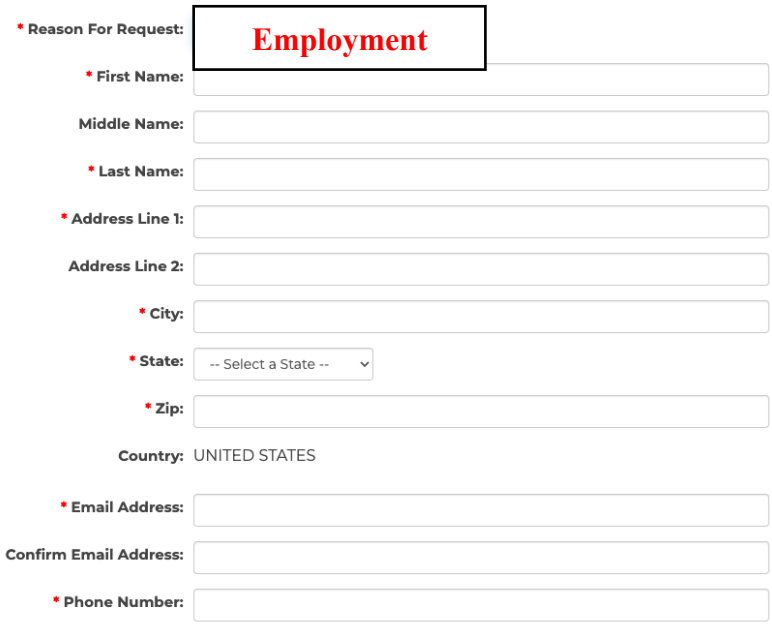
Step 2. Click "Submit a New Record Check".



Step 3. Read the Terms and Conditions and scroll to the bottom to Accept.

Step 4. Select Individual Request and click continue.

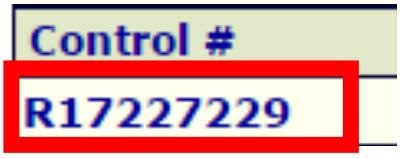
Step 5. Select **"Employment"** for Reason of Request and **enter your personal information.** Click Next at the bottom of the page once you have entered your information.



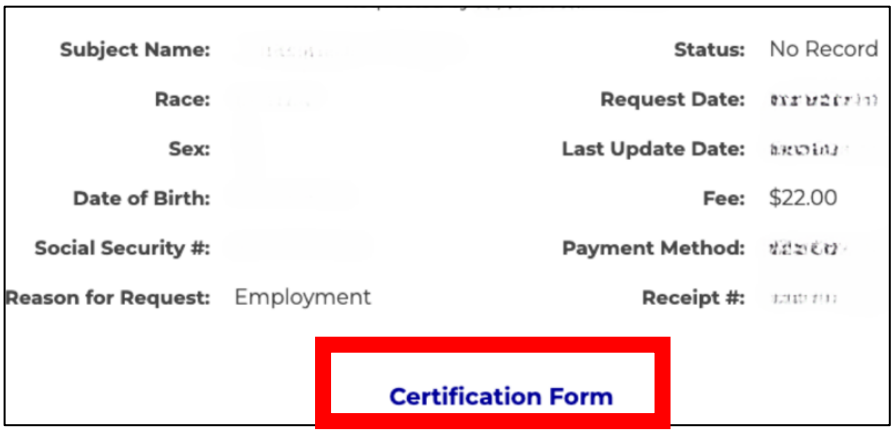
Step 6. The next page will ask you to review the information entered on the previous page, please double check for errors. Continue forward by clicking **"Proceed".**

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

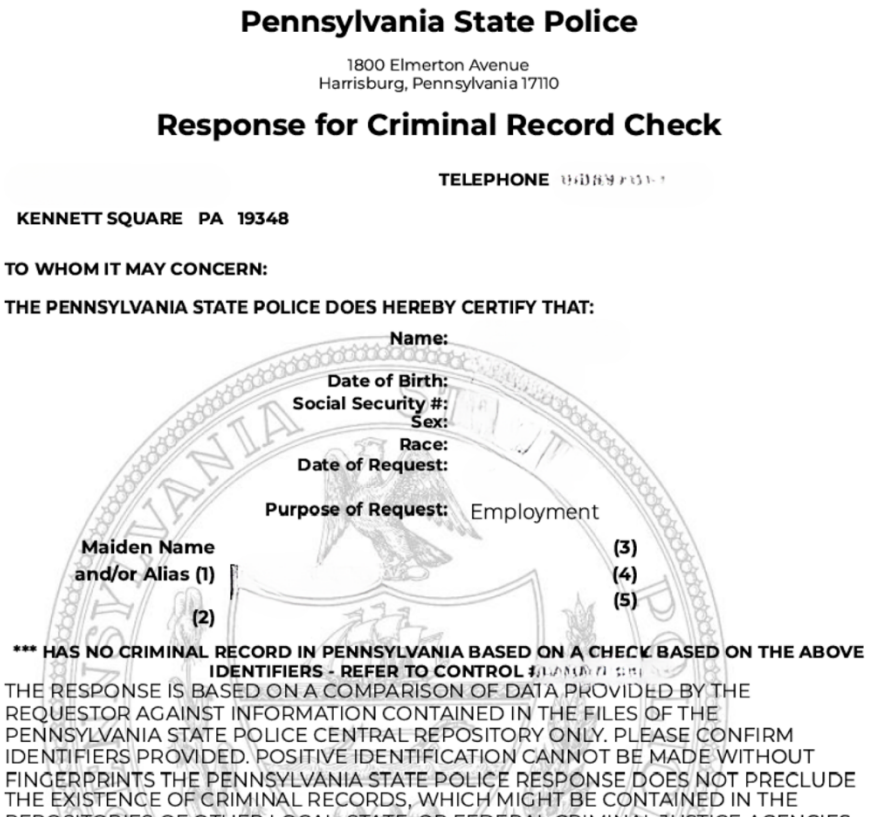
Step 9. Once your request has been processed, on the Record Check Request Results screen, click on the Control # hyperlink to review details of the record.



Step 10. Please click “Certification Form” to access your official PA Criminal Background Check.



Be sure to print or save your certification, you will only be able to access the certification one time!



Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TELEPHONE

KENNETT SQUARE PA 19348

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:
Date of Birth:
Social Security #:
Sex:
Race:
Date of Request:

Purpose of Request: Employment

Maiden Name and/or Alias (1)
(2)
(3)
(4)
(5)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #**

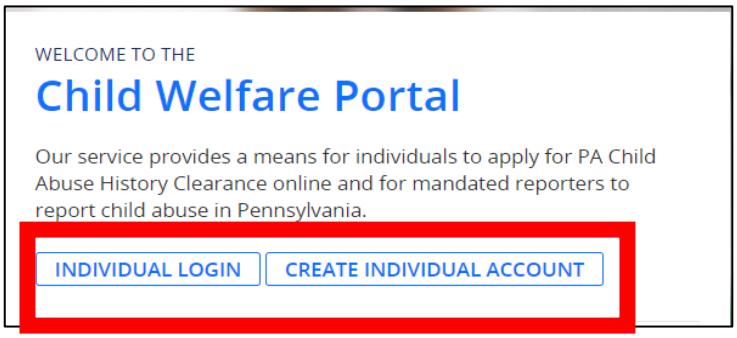
THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE

Download your certificate. Please submit your completed clearances in one email to:

hr@agcharter.org

Pennsylvania Child Abuse

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



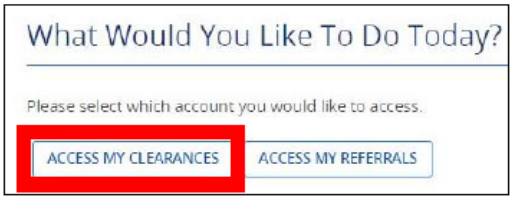
Step 2. If you have never created an account through the site before, you will need to **Create Individual Account.** If you are renewing your PA Child Abuse Clearance you will log in using the **Individual Login** button.

Step 2A. Create Individual Login:

- Prompted to create a Keystone ID (you will create this ID, please write it down)
- Fill out the required fields including security qusetions – you cannot make changes to name, Keystone ID, or birthdate after your account is set up.
- When all fields are complete, check your email for your temporary password and reminder of your Keystone ID. Emails will come from automatedmailDONOTREPLY@pa.gov, check SPAM if you do not see either email within 5 minutes.
- Close brower and return to PA Child Abuse Website to log in.
- Click Individual Login

Step 2B. Individual Login

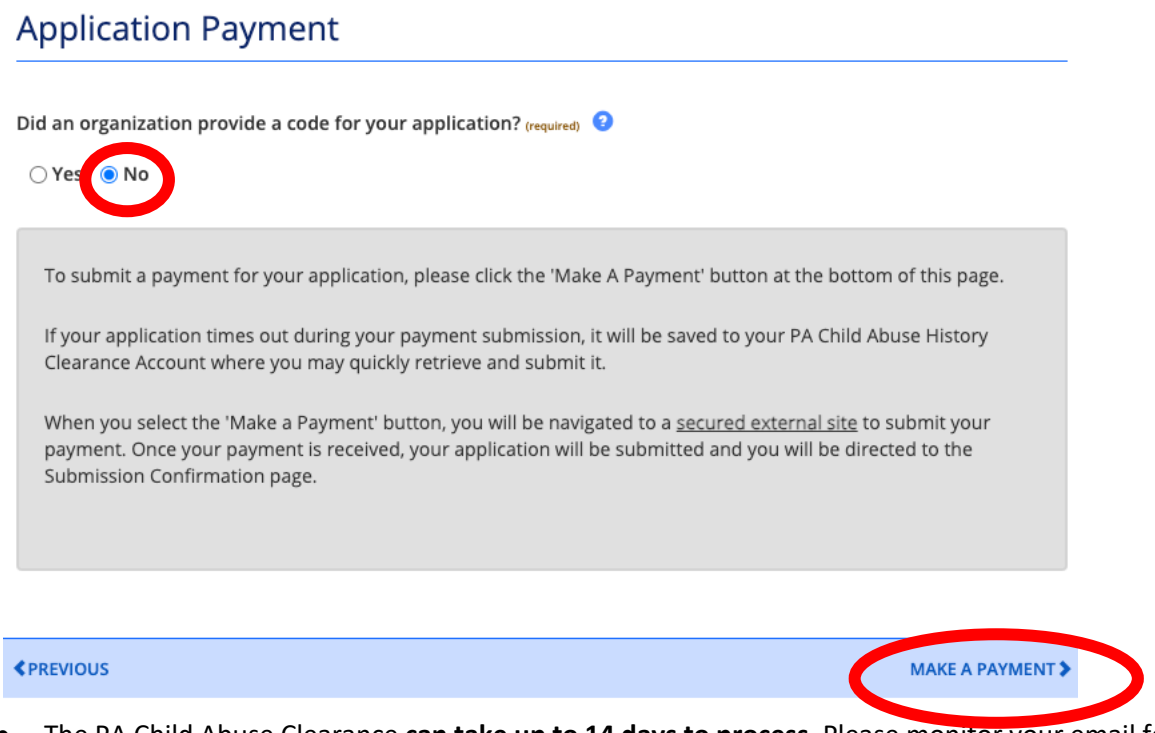
- Click Individual Login then Access my Clearances
- Enter your Keystone ID and Password
- Read and check the boxes.
- Continue to next page, click on Create Clearance Application in the upper right hand corner.
- *If you forget your login, the website will give the option to click "forgot Username" 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. Filling out your Clearance Application:

- Read through the Getting Started page then click "Begin."
- 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."*

- Complete the application by filling in all your personal information (addresses, living and non living that you have lived with
- Under the section Certified Delivery Method in the address section, you can elect to have a paper copy of the clearance mailed to you. The clearance will also be online
- Review your information for accuracy and continue through the pages until you get to the payment page.
- You do not require a code to complere this application.



- The PA Child Abuse Clearance **can take up to 14 days to process**. Please monitor your email for your certification.

4. Retrieving your Certification:

- You will receive an email inviting you to log in and download your cerfificate.

Download your certificate. Please submit your completed clearances in one email to:

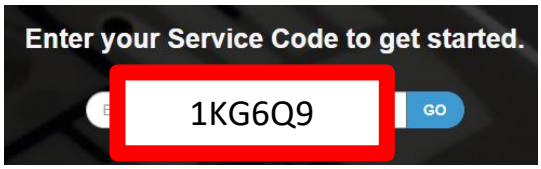
hr@agcharter.org

*** 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 or appointment confirmation to Human Resources or download your certificate.**

Please submit your completed clearances in one email to:
hr@agcharter.org

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

Location:	**Address:**	**Hours:**
West Grove *Pack N Ship	25 Jenners Village Circle West Grove, PA 19390	Wednesday-Thursday: 11:00am-4:00pm
Downingtown *AAA	105 Quarry Road Downingtown, PA 19335	Monday-Friday: 9:00am-12:00pm, 12:30pm-5:00pm Saturday: 9:00am-2:00pm
West Chester *Parcel & More	1442 Pottstown Pike West Chester, PA 19380	Monday-Friday: 1030am-5:30pm Saturday: 10:30am-1:30pm
West Chester *Fastest Labs	1239 W. Chester Pike Suite B West Chester, PA 19382	Monday-Friday: 9:00am-4:30pm
Coatesville *H&C Nursing	525 Highland Blvd, Suite 105 Coatesville, PA 19320	Thursday-Friday: 10:00am-1:30pm
Newark, DE *AAA	1201 Churchmans Road Newark, DE 19713	Monday-Friday: 9:00am-1:00pm, 2:00pm-5:00pm Saturday: 9:00am-12:00pm
Wilmington, DE *AAA	1 River Place Wilmington, DE 19801	Monday-Friday: 9:00am-1:00pm Monday-Wednesday, Friday: 2:00pm-4:30pm Thursday: 2:00pm-6:30pm