



CLEARANCES AND DOCUMENTS REQUIRED FOR 1099-INDEPENDENT CONTRACTORS

"Pennsylvania School Law requires that all applicants for employment in public and private schools, independent contractors seeking business with public and private schools, and student teacher candidates undergo background checks if they will have direct contact with students."

All clearances and documentation must be provided to the Director of Human Resources, Mrs. Josephine Zabat (jzabat@vmahs.org) before, or on the first day of employment.

CLEARANCE DOCUMENTS (cleared within last 2 years.)

1. **Pennsylvania State Police Criminal Record Check (PATCH / Act 34):** Criminal history within the state of Pennsylvania. <https://epatch.pa.gov/home>
2. **Pennsylvania Child Abuse History Clearance (Act 151):** This determines if an individual has been involved in any child abuse incidents. <https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/pa-child-abuse-history-clearance>
3. **Federal Criminal History Background Check (FBI / Act 114):** This involves fingerprinting to check for criminal history at the federal level. Fingerprinting <https://www.identogo.com> Code **1KG6XN** Locations are usually in a AAA company or parcel shipping store. Details on their site. <https://uenroll.identogo.com/>

ADDITIONAL REQUIREMENTS:

4. **TB test**-negative results.
5. Complete **Form W9** to ensure accurate and timely payment of work completed.

REQUIRED TRAININGS:

1. **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 an 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. Participants will receive a certificate of completion. Educators holding a Pennsylvania certification will receive Act 48 credit. All content must be viewed prior to taking the assessment and receiving a certificate.
2. **VIRTUS Training: You are required to register & complete this two-step clearance.** Once completed, the certificate needs to be submitted to the Director of HR at jzabat@vmahs.org.
Part 1 and 2 must be completed 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