➢ Employment Clearances Mercer Area School District

You must produce ***ORIGINAL*** Clearance forms to the Superintendent's Office **prior** to any contact with children. All clearances must be issued within **ONE** year at time of board approval/hire. Be sure to retain copies of all clearances, which are valid for five years, for your records. Please turn in **ALL** clearances to Central Administration Office located in the back of the high school at 545 West Butler St., Mercer, PA 16137
*If you have any questions please call Lynn at **724-662-5100 ext. 10** or via email at **llong@mercer.k12.pa.us***

No contact with students is permitted unless the required clearances have been received by the Superintendent's Office.

Act 34 PA State Police Background Clearance / Criminal History Record | Cost: $22

Register online at https://epatch.pa.gov and select "**Submit a New Record Check**." Follow the instructions through to the Certification Page. Once the search results table appears, click on the Control Number. Please be sure to retain the *control number* for your records. Click on the "Certification Form" to access your official clearance and then **PRINT** the form. **Note:** In order to print your certificate *after* your initial entry, you must re-enter the information you typed EXACTLY as you entered it. (name and date of request)
The Record Check Details page is only a receipt and not acceptable as a "clearance." You can complete everything online and receive your results immediately.

Act 151 PA Child Abuse History Clearance / Background Check | Cost: $13

Register online at https://www.compass.state.pa.us/cwis/public/home where you must create an account (Keystone ID) or log in if you already have an account. *Please write down your username and password.* (**Note:** you will need an email address to create an account.) Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. Please request both an email **and** mail/USPS copy prior to paying for the clearance.

Act 114 FBI Criminal History Report | Cost: $25.25

Registration is completed online at https://uenroll.identogo.com/ Enter the Service Code **1KG6XN** (**Pa. Department of Education,** School Districts) to get started. Then select **Schedule or Manage Appointment**, where you will complete the online form to begin processing your clearance.
During this process, you will have the opportunity to locate and make an appointment at a fingerprinting service center. Be sure to bring all required documentation to your appointment. Payment is processed when prints are taken. Major credit cards as well as money orders or cashier's checks payable to **MorphoTrust** will be accepted. Please note that cash payment and personal checks will **NOT** be accepted. Please retain a copy of the "unofficial copy" of the FBI Criminal History Report for your records.

Act 126 Training – MANDATORY Child Abuse Recognition and Reporting | FREE

All employees of a school entity who have direct contact with children, defined as "the possibility of care, supervision, guidance or control of children or routine interaction with children", **must be trained**. (Including: teachers, coaches, volunteers, van drivers, bus drivers, secretaries, CNA's, cafeteria employees, custodians, paraprofessionals, aides, substitutes, etc.) Complete the FREE "timed version" course online at www.reportabusepa.pitt.edu/ and print the certificate to submit with other clearances.

VOLUNTEERS : (Coaches and Chaperones) | Cost: FREE or $23.25

Act-34: PA State Police Clearance – FREE – Volunteer Status (Apply same as instructions above)
Act 151: Child Abuse Clearance – FREE – Volunteer Status (Apply same as instructions above)
Act 114: FBI Fingerprint – the WAIVER Disclosure Statement for Volunteers (Affidavit) is applicable if **both** apply:

1. You are unpaid ***AND***
2. You have been a Pennsylvania resident for the entire **previous ten (10) years**.

If you are **NOT** eligible for the Waiver/Volunteer Affidavit, you will need to register with Service Code **1KG6ZJ** online at https://uenroll.identogo.com/ (Pennsylvania DHS-Volunteer). Please be aware the service code is different for **volunteers**. Cost for the volunteer FBI clearance is **$23.25.** All results will be sent to you via the U.S. Postal Service in approx. 7-10 days. In addition to the above three (3) documents, volunteer coaches will need the Act 24 form and the Waiver/Affidavit Form.

***Please note**: If at any time you move from volunteer status to a paid position, you will need to apply for a new clearance indicating "employment" as the reason/status and then pay for the clearance(s).*

PLEASE SUBMIT ALL CLEARANCES TOGETHER AT ONE TIME

The following forms may be printed off or can be obtained in the Superintendent's Office.

ACT 24 Arrest/Conviction Report & Certification Form | No Cost

Download, complete and submit form PDE-6004 (Arrest/Conviction Report & Certification Form) In addition to new/prospective employees, current employees must use this form to report to the district within 72 hours of any arrest or conviction for any criminal offense listed in Section 111(e) or (f.1).

Download form PDE-6004

Required for volunteer coaches *and* paid employees

ACT 168 Prior employee records /DIRECTIONS | No Cost

Complete a form for **EACH** employer that falls in the category of:
1). Your *current employer* (regardless if school entity or direct contact with children) **AND**
2). ALL former employers that were school entities and/or where the applicant had direct contact with children. (This includes coaching, tutoring, camps, lifeguards, etc.)
If you have held different positions for an employer (teacher, substitute, coach, etc.), submit only ONE form with all of the positions listed in Section 1.

Complete the Employer Section and Section 1 (with signature & date)

Do **NOT** complete Section 2
Do **NOT** send it to your former employer(s). Turn in to Mercer Area School District Superintendent's Office.

Keep in mind when filling out these forms:

- ***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.
- ***For any substituting or aide/paraprofessional 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 these employees. 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)

Required for paid employees only.

ALL EMPLOYEES

ALL PAID EMPLOYEES must complete paperwork in the Business Office, in addition to above listed documents, ***at least two (2) weeks prior*** to receiving pay. (***Please note:*** Bring unexpired original documents, detailed on the I-9 list of accepted documents, to establish identification and employment authorization. (Examples must be one from list A or a combination of one selection from list B and one selection from list C). Please contact Diane in the Business Office at **724-662-4120 ext. 31** or **dnugent@mercer.k12.pa.us** with questions.

MAKE COPIES - REGARDING YOUR CLEARANCES

YOU *(the employee)* are responsible for keeping a copy of all of your clearances. Please make a copy before submitting them to us, in the event you need them for another organization/business.

ATTENTION ATHLETIC COACHES - (Including Volunteers)

ALL ATHLETIC COACHES must contact Dan Heckman, Athletic Director, at **724-662-5104 ext. 14** or **dheckman@mercer.k12.pa.us** to obtain required information regarding Cardiac, Concussion and Coaching Education courses.