



## Clearances – How to Apply

### **NOTE: ALL STAFF AND CONTRACTORS MUST HAVE UP-TO-DATE CLEARANCES IN ORDER TO WORK FOR CHC**

#### **Act 34 – PA Criminal Background**

*Effective January 1, 1986, all Pennsylvania residents must submit with their employment application a copy of a report of "Criminal History Record Information" from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information. Out-of-State applicants must submit with their application for employment a copy of a federal criminal record report from the Federal Bureau of Investigation.*

- Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp> Have a printer ready.
- Pay with credit/debit card (\$22.00) – Note that CHC will reimburse this fee for employees once certificate is produced and employee requests reimbursement using the appropriate CHC reimbursement form.
- Please select “Employment” for the Purpose of Request entry
- •Results should be instantaneous unless they are “under review” in which case, note your reference number and date of application. It is your responsibility to use that information to check back on the “epatch” website frequently until your results are available.
- •Print clearance. Be sure you click all the way through to the “certification form” button – the document you print must show your social security number, DOB, state seal and watermark. This is your official clearance. PLEASE NOTE: Be certain to PRINT your clearance form before closing the page.
- Submit to CHC with other clearances.
- The PA Criminal Background Report must be no more than one (1) year old and upon hiring.
- Renew as required\* and provide updates to CHC. (\*renewal schedule varies by position)

#### **Act 151 – PA Child Abuse History Clearance**

*Effective July 1, 1995, all Pennsylvania residents must submit with their employment application a copy of a report of "Pennsylvania Child Abuse History Clearance" from the Pennsylvania Department of Welfare.*

- Apply online at <https://www.compass.state.pa.us/CWIS>
- You will need to create an account with a valid email address in order to apply (please follow directions carefully)
- Pay with credit/debit card (\$13.00) – Note that CHC will reimburse this fee for employees, once certificate is produced and employee requests reimbursement using the appropriate CHC reimbursement form.

- Response time is anywhere between immediate and 2 weeks. Print clearance.
- Submit to CHC with other clearances.
- The PA Child Abuse History Clearance must be no more than one (1) year old and upon hiring.
- Renew as required\* and provide updates to CHC. (\*renewal schedule varies by position)

### **Act 114 – FBI Identigo Fingerprinting**

*Act 114 of 2006, Section 111 of the Pennsylvania Public School Code outlines background check requirements for student teachers and the employees of public and private schools and their contractors. The Act requires that all student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including, but not limited to: administrators, teachers, substitutes, janitors, bus drivers, cafeteria workers and office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers who have direct contact with children must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old.*

- Register online at <https://www.identigo.com>. Have a printer ready.
- Pay with credit/debit card (\$23.85) - Note that CHC will reimburse this fee for employees once certificate is produced and employee requests reimbursement using the appropriate CHC reimbursement form.
- FBI fingerprint code for CHC: 1KG738
- Print registration receipt.
- Take receipt to a fingerprint location with a form of ID and get fingerprinted. Fingerprint locations and hours of operation are posted on the application website. Currently the most convenient location to CHC is the UPS Store on Lehigh Street, Allentown.
- Save the registration receipt once you have been fingerprinted. Submit a copy of the receipt to CHC. (It does not contain results, but will serve as a placeholder for CHC until official results are mailed to you)
- Once you receive the official results in the mail, submit to CHC.
- It is your responsibility to submit the results to CHC in a timely manner. If you do not receive results in the mail within 7-10 days, it is important that you contact the number listed on the Registration website.
- The fingerprint-based background check must be no more than one (1) year old and upon hiring.
- Renew as required\* and provide updates to CHC. (\*renewal schedule varies by position)

### **Mandated Reporter Training**

*This course is approved for 3 continuing education credits and has been approved by the PA Department of Human Services and the PA Department of State to meet ACT 31 Child Abuse Recognition and Reporting Training requirements. Additionally, this course has been approved by the PA Department of Education to meet the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013 training requirements.*

Independent contractors and employees who come in direct contact with children are required to take this course. The cost is free and you are able to pause during the training and return to it later.

- Website to complete course:  
[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id= 2 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21)
- Print certificate.
- Submit certificate of completion to CHC with other clearances.
- Renew as required\* and provide updates to CHC. (\*renewal schedule varies by position)

### **Negative Tuberculosis Test**

*The Pennsylvania Public School Code, Section 1418(b) requires that school personnel and independent contractors who provide direct services to students be tested for tuberculosis (TB). The tuberculin skin test shall be performed by a physician of the employee's choice. Personnel, who are exposed to a case of active TB between mandatory, annual testing, are required to have additional testing. Information regarding this testing can be found in 28 PA Code, Section 23.44*

- See your family doctor or go to a walk-in clinic (CHC does not reimburse for any related fees).
- Results will be available 48 -72 hours after the test is administered. Upon request, the results will be provided to you.
- Submit test results to CHC. Proof that test was conducted is not considered a clearance.
- Renew as required\* and provide updates to CHC. (\*renewal schedule varies by position)

### **Act 168 - Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release**

*As of December 22, 2014, all school entities and/or independent contractors of a school entity must conduct an employment history review for any prospective employee prior to hiring, if the employee will be hired for a position where he/she will have direct contact with children. "Direct Contact" with Children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children." A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.*

- This paperwork will be provided to you upon consideration of employment, or you may find on this webpage.
- CHC will only send form/s if you are being considered for employment.