

CLEARANCES FOR ALL NEW EMPLOYEES MUST BE CURRENT WITHIN ONE YEAR OF THE DATE OF APPLICATION



WHEN APPLYING FOR YOUR CLEARANCES,

- IT IS SUGGESTED THAT YOU APPLY ON-LINE FOR EACH OF THE CLEARANCES. WEBSITES ARE PROVIDED BELOW.
- BE SURE TO PRINT A COPY OF EACH CLEARANCE CERTIFICATE ONCE COMPLETED (AT THE END OF YOUR ENROLLMENT)
- A COPY MUST BE PROVIDED FOR YOUR PERSONNEL FILE.
- KEEP A COPY FOR YOUR FILES
- YOUR BUILDING SECRETARY HAS A LIST OF ALL C-H EMPLOYEES SHOWING THE RENEWAL DATE, AS WELL AS INSTRUCTIONS TO ENROLL.
- IT IS YOUR RESPONSIBILITY TO RENEW CLEARANCES WHEN THEY ARE DUE. EXPIRED CLEARANCES WILL RESULT IN A BREAK IN SERVICE.
- IT IS SUGGESTED (BUT NOT REQUIRED) THAT YOU COMPLETE ACT 126 AT THE SAME TIME AS YOUR OTHER 3 CLEARANCES SO ALL RENEWAL DATES WILL BE THE SAME AND TO AVOID MISSING A RENEWAL DATE

→ PA STATE POLICE CRIMINAL RECORD CHECK (ACT 34):

[HTTPS://EPATCH.PA.GOV/HOME](https://epatch.pa.gov/home)

After registering, be sure to click on the **Control #** and print the **RESPONSE FOR CRIMINAL RECORD CHECK**. "RECORD CHECK REQUEST RESULTS" OR "INVOICE FOR CRIMINAL RECORD CHECK" ARE NOT ACCEPTABLE

→ PA CHILD ABUSE HISTORY CLEARANCE (ACT 151):

[HTTPS://WWW.COMPASS.STATE.PA.US/CWIS/PUBLIC/HOME](https://www.compass.state.pa.us/cwis/public/home)

PRINT RESPONSE AND KEEP A COPY FOR YOUR RECORDS AS WELL

→ FEDERAL BUREAU OF INVESTIGATION (ACT 114) FINGERPRINT CLEARANCE:

YOU MUST PREREGISTER FOR AN APPOINTMENT AT

[HTTPS://UENROLL.IDENTOGO.COM/](https://uenroll.identogo.com/)

SERVICE CODE FOR SCHOOL DISTRICT EMPLOYMENT: **1KG6XN**

SERVICE CODE FOR VOLUNTEER PURPOSES ONLY: **1KG6ZJ**

WHEN YOU HAVE RESULTS OF ALL THREE CLEARANCES (AND TB RESULTS, IF REQUIRED), SUBMIT THEM TO YOUR BUILDING SECRETARY OR TO CENTRAL OFFICE TO BE RECORDED FOR RENEWAL DATE AND PLACED IN YOUR PERSONNEL FILE.

→ WEBSITE FOR ACT 126 – RECOGNIZING AND REPORTING CHILD ABUSE

[WWW.REPORTABUSEPA.PITT.EDU](http://www.reportabusepa.pitt.edu)

PROVIDE A COPY OF THE CERTIFICATE FOR YOUR PERSONNEL FILE