

Athens Area School District

Public School Employment Clearance Procedures

All employees who work for a school district in Pennsylvania must have the Act 34, Act 151 and Act 114 background clearances done. These are now all incorporated in Act 15 of 2015.

Act 15 of 2015 now requires employees to obtain new certifications every 60 months.

You may NOT use free volunteer clearances for employment purposes. The cost of clearances is the responsibility of the employee/contractor.

All clearances must be less than one year old at the time of hire/contracting.

Our Human Resources Department will retain a copy of your clearances.

Act 34 State Police Criminal Background Check. Your cost is \$22.00.

Electronic Submission: For a quick response, you can go online at <https://epatch.pa.gov> and use a credit card for payment. Once you have registered, you will need to print the certification form which will be readily available.

Act 151 Child Abuse History Clearance. Your cost is \$13.00.

Electronic Submission: <https://www.compass.state.pa.us/CWIS>

- **USE INTERNET EXPLORER.** This will direct you to the Child Welfare Portal where you may create an account or log in if you already have an account. Note: you will need an email address to create an account.
- Creating an account and submitting your clearance application online will give you access to your results. It will also provide the status of your results if your results are not able to be processed immediately.

Act 114 FBI Fingerprints. Your cost is \$24.95

Applicant Procedure:

The fingerprint-based background check is a multiple-step process, as follows:

1. Registration - The applicant must register prior to going to the fingerprinting site. Walk-in service is permitted, but all applicants are required to complete a pre-enrollment process within the Universal Enrollment system.
Pre-enrollment may be completed online or over the phone. The registration website is available online 24 hours/day, seven days a week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.
2. Fingerprinting Locations - **The Service Code for the Department of Education is 1KG6XN.** We may fingerprint you on-site at the Administration office at 100 Canal Street in Athens, PA. To register for on-site fingerprinting at the Administration Office, manually type in the code **SP-AASDCANAL** on the location search screen.
On the following screen, select WALK-IN and then call Christine Middlecamp at 888-7766 x4279 to schedule an appointment.

Act 31 – Mandated Child Abuse Recognition and Reporter Training – No Cost.

This is a 3-hour training that will be completed online at www.reportabusepa.pitt.edu. Once the training is complete, please print your certificate of completion.

Questions about applying for clearances may be directed to Human Resources at [570-888-7766 ext. 4001](tel:570-888-7766) or by emailing kraupers@athensasd.k12.pa.us