

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; employees who do not have certification or whose certifications are older than 60 months must obtain new certifications by December 31, 2015. 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:** You can go online for a quick response at <https://epatch.state.pa.us> and use a credit card for payment. Once you have registered, you will need to print the certification form which is available immediately.
- **Paper Submission:** Complete form SP4-164 Request for Criminal Background Check and mail with \$8.00 money order payable to Commonwealth of Pennsylvania and mail to:
 - Pennsylvania State Police Central Repository - RCPU
 - 1800 Elmerton Avenue
 - Harrisburg, PA 17110-9758
- Remember to keep a copy of form and money order for your records.
- To download form see [PA Criminal Background Check](#)

Act 151 Child Abuse History Clearance. Effective 07/01/2018 Your Cost is \$13.00.

Effective December 31, 2014 The Pennsylvania Child Abuse History Clearance application can be submitted online.

- **Electronic Submission:** <https://www.compass.state.pa.us/CWIS> This will direct you to the Child Welfare Portal where you must 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 or the status of your results if your results cannot be processed immediately.
- **Paper Submission:** Complete CY113 form and mail with \$8.00 money order payable to Department of Public Welfare to address on form. Keep copy of form and money order for your records.
- [CY113 form – English Child Abuse Clearance](#)

Act 114 FBI Fingerprints. Your cost is \$23.85.

Applicant Procedure:

Fee: \$23.85; All applicants will now receive an unofficial copy of their report. Fee is payable to IDEMIA.

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

1. Registration - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per 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. Fingerprint Locations - **The Service Code for Department of Education is 1KG6XN.** We are able to fingerprint you on site at the Administration office at 100 Canal Street. On the location search screen enter: **SP-AASDCANAL** to register for our office. 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 can be done online. Once you go through the online training, you will need to print the certificate of completion. You can register and complete the training at the following website:

www.reportabusepa.pitt.edu

Questions about applying for clearances may be directed to our Human Resources office at 570-888-7766 ext 4246.