

## NAZARETH AREA SCHOOL DISTRICT



### Required Clearances for Employees

The Child Protective Services Law / Act 153 (effective 12/31/2014) requires all School Employees, Contractors, and Volunteers having routine, direct contact with children to obtain new clearances every 60 months (five years). This includes child abuse, state, and federal criminal history checks. Below are instructions for obtaining clearances.

#### **PA STATE POLICE CRIMINAL HISTORY RECORD / ACT 34**

- <https://epatch.state.pa.us/Home.jsp>; Select New Record Check.
- Select "Employment" for the reason for request entry; Company name: Nazareth Area School District and complete form as prompted.
- Pay with credit/debit card (\$22 as of 12/01/2017).
- Results are typically instantaneous unless they are "under review" in which case, note your reference number and date of application and use that information to check back on the "epatch" website periodically until your results are available.
- Print clearance (**be sure to click all the way through to the "certification form" button** – the document you print must show your SSN, DOB, etc. and will have the State Seal in the background – DO NOT USE THE "RECEIPT"). You will not receive a copy in the mail.

#### **PA CHILD ABUSE HISTORY CLEARANCE / ACT 151**

##### **ONLY AVAILABLE USING A WINDOWS COMPUTER, NOT MAC**

- <https://www.compass.state.pa.us/cwis/public/home>
- Create an account with a valid email address. You will be asked for a Keystone ID# - this is a number you must create using the parameters. You will receive an email with a temporary password to log in and then you will be prompted to create your own password. Once this is done and you log into account, accept the terms and conditions and complete the process.
- For Application purpose, select "School Employee".
- Complete all additional information.
- Pay with credit/debit card (\$13 as of 07/1/2018)
- Following process, you will receive an email with ID number. Results within 14 days; you will receive an email when your report is ready to review. Log-in using the same password you created when applying. You will be able to access and printout the results.
- Response time may be immediate if done online (make sure to print) or up to two weeks if mailed. You will not receive a paper copy in the mail.

#### **FBI FEDERAL CRIMINAL HISTORY RECORD**

- Go to: <https://www.identogo.com/locations/pennsylvania>
- Scroll down to Enrollment Services and select digital fingerprinting
- Enter **1KG6XN** as the Service Code
- Click on Schedule/Manage Appointment
- Go through the screens and enter information required
- Based on your zip code, you will be given a list of Identogo service centers. Click on where you wish to go to be printed. You can make an appointment online or click walk-in.
- Print the Service Summary Page. You will need to bring this and identification with you.
- Currently the cost is \$25.25

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM / ACT 82**

- Print form from the Human Resources section of website OR go to <http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
- Print and sign.