

Pennsylvania Law requires that all applicants for employment in private schools, as well as independent contractors seeking a position in a private school, undergo background checks if they will have direct contact with students. The following **FOUR** background checks are required: PLEASE HAVE THIS PROCESS STARTED **BEFORE** YOUR FIRST DAY OF WORK.

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal Records Check
- Federal Criminal History Background Check
- National Sex Offenders Registry

PENNSYLVANIA CHILD ABUSE CLEARANCE INSTRUCTIONS (This clearance can be printed)

COST: \$13.00

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

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INFORMATION (This clearance will be sent to applicant by mail)

Cost: \$22

Electronic Submission: <http://epatch.state.pa.us/Home.jsp>

FEDERAL CRIMINAL HISTORY BACKGROUND CHECK INSTRUCTIONS-Fingerprints

Cost: \$23.85

The Commonwealth of Pennsylvania has contracted with IDEMIA to process the FBI criminal history checks. As explained below, this is a three step process: registration, fingerprinting and reporting.

Registration

The first step is to enroll online. The registration website is available online 24 hours/day, seven days per week. <https://uenroll.identogo.com>

****When registering on-line, the applicant must use **IKG738** as the appropriate agency specific Service Code****

Fingerprinting

After registration, you will need to **go** to Identogo for your fingerprints. At this site, applicants are required to produce a qualified State or Federal photo ID before the fingerprint process is started.

Identogo-State Agency Enrollment

1951 Pine Hall Rd.
State College, PA 16801

Reporting

Applicants will receive an unofficial copy of their report through email. However, Childspace is required to review the official document online and print a file copy of the document.

NATIONAL SEX OFFENDERS REGISTRY (NSOR)

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/National-Sex-Offender-Registry.aspx>

Application is halfway down the page

PLEASE NOTE:

Clearances obtained for employment purposes are acceptable for volunteer purposes.

Clearances obtained for volunteer purposes are *not* acceptable for employment purposes.

Employees are required to report changes in clearances status within 72 hours of the applicable event.

Clearances must be renewed every 60 months.