Penn-Trafford School District
Information for Obtaining Clearances

The purpose of this information sheet is to ensure applicants are aware of 24 P.S. §1-111, as amended, and Chapter 8 of the State Board of Education Regulations concerning criminal history background checks.

Act 114 of 2006 specifies that all applicants for employment with public and private schools including employees of independent contractors, but excluding employees who do not have direct contact with students undergo background checks. In addition, Act 114 extended the background check requirements to include student teacher candidates. The following five background checks are required:

1. Pennsylvania State Police Request for Criminal Records Check (Act 34)
2. Department of Public Welfare Child Abuse History Clearance (Act 151)
3. Federal Criminal History Record Information (CHRI) (Act 114)
4. Arrest/Conviction Report and Certification Form (Act 24 of 2011/Act 82 of 2012)
5. Commonwealth of PA Sexual Misconduct/Abuse Disclosure release (under Act 168 of 2014)

All clearances must be current (within 5 years) of employment. Act 153 requires that all employees and volunteers of the school district MUST renew their clearances every 5 years.

Pennsylvania State Police Request for Criminal Records Check - Act 34
Complete the request on-line at https://epatch.state.pa.us/Home.jsp
Print results for your records. Results are NOT sent to you.

Department of Public Welfare Child Abuse History Clearance - Act 151
Complete the request on-line at https://www.compass.state.pa.us/cwis/public/home
Create a new account. You will then enter all of the requested information into the child welfare portal.
You may check the status of clearance on-line. When the check is complete, please print for your records. You may also request a paper copy be mailed to you. Results may take up to 3 weeks to receive.

Federal Criminal History Record Information – Fingerprints - Act 114
The fingerprint -based background check is **a multiple-step process**.
Applicants must register prior to going to the fingerprint site. Registration is completed on-line. Registration is available 24 hours/day, seven days per week at http://uenroll.identogo.com

Registration/fingerprint process: enter code **1KG6XN**, select shedule or manage appointment, enter required information, select a security question (note for future reference), please choose the document you will use for ID at processing center, selection a location and schedule an appointment (specific or walk-in), submit registration and print confirmation. Please note that payment is processed with your prints are taken. Once you fingerprints have been completed please provide the UE ID# to the district to retrieve a verification report.

Arrest/Conviction Report and Certification Form - (Act 24 of 2011/Act 82 of 2012)
Standardized form PDE-6004 has been developed by the Pennsylvania Department of Education to be used by current and prospective employees of public and private schools for the written reporting of any arrest or conviction or to provide written notice within seventy-two (72) hours after an arrest of conviction for an offense enumerated under 24 P.S.- §§ 111(e) of (f.l.).

Commonwealth of Pennsylvania Sexual Misconduct/Abuse disclosure release (under Act 168 of 2014)
This is required for all persons who would be employed by or in a school entity in a position involving direct contact with children. Direct contact is defined as the possibility of care, supervision, guidance or control of children or routine interaction with children. A disclosure form must be completed for their current employer(s) and one for each of their former employers that were school entities or where the position had direct contact with children. You do not need to complete for any volunteer or unpaid positions. **Completed forms should be given to the requesting school district and the district is required to contact the former employer to complete their section of the form. This clearance is NOT required for volunteers/unpaid positions.**