

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 (Act 15 of 2015 changed this requirement from 36 months). 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 “School District” for the purpose of request entry
- Pay with credit/debit card (\$10; this will change to \$8 after 07/25/2015)
- 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.)
- Submit to HR with other clearances.

PA CHILD ABUSE HISTORY CLEARANCE / ACT 151

- <https://www.compass.state.pa.us/cwis/public/home>
- Create an account with a valid email address, following directions
- Check “School Employee” for the purpose of clearance box
- Pay with credit/debit card (\$10; this will change to \$8 after 07/25/2015)
- Response time may be immediate or up to two weeks
- Print clearance and submit to HR with other clearances.

FBI FEDERAL CRIMINAL HISTORY RECORD

- https://www.pa.cogentid.com/index_pde.htm
- Make certain to you are utilizing the Cogent System for the Department of Education NOT the Department of Public Welfare. We cannot accept FBI clearances through the DPW and you will be required to re-submit the clearance including paying the fee again
- Register and pay with credit/debit card (\$27.50)
- Print receipt with your Cogent PAE/Registration ID and take it to a fingerprint location to get fingerprinted.
- Make sure to bring Registration ID and Photo ID with you to fingerprinting site
- The processor will provide you with a receipt. The Reg. ID number is on the receipt and is used by school officials to view your results online that are printed for your file.
- Submit a copy of this receipt to HR with other clearances.