

The Pennsylvania Department of Education requires anyone working with or observing children in public and private schools, IUs, Libraries, and vocational-technical schools to provide proof of the following clearances:

Federal Criminal History Record
Pennsylvania State Criminal Record Check
Pennsylvania Child Abuse History Clearance
Mandated Report Training – Certificate of Completion

These clearances must be submitted on or before the first day of work, and are to be dated within 1 year of the date of hire. Volunteer clearances are not accepted. Human resources will make a copy of the original certificates and return them to you.

Pennsylvania Child Abuse History Clearance (Act 33/151)

Fee: \$13.00 ** As of July 1, 2018

ONLINE APPLICATION:

- Create an account and apply online using the following URL:
<https://www.compass.state.pa.us/cwis/public/home>
- When filling out the form, check the "employee" option under "Purpose of Clearance".
- Your results may be available immediately. If not, you can log in at a later time to view the status of your results. The process can take up to 14 days for processing, and you will be mailed a copy of your results.

For questions or check the status of a request, please call the Department of Public Welfare, Childline and Abuse Registry at (717)783-6211.

Pennsylvania State Criminal Record Check (Act 34)

Fee: \$22.00

ONLINE APPLICATION FOR PENNSYLVANIA RESIDENTS:

- This clearance may be obtained on-line using the following URL:
- <https://epatch.state.pa.us>
- **You will need to save the following to access your record check:**
- **Control #, Name, and Date of Request**
- The on-line response is typically instant, and the applicant can print the report from their computer. The mailed request can take up to 4 to 5 weeks for processing and will be mailed directly to the applicant.

For questions or to check the status of a request, please contact the Pennsylvania State Police at (888)783-7972.

Federal (FBI) Criminal History Record

Fee: \$22.60 – For staff working in a library. (Service Code: 1KG738)

Fee: \$24.25 – For staffing working in a school. (Service Code: 1KG6XN)

Applicant must register online or by phone, and then visit a fingerprinting facility.

- Applicants must register on-line using the following URL:
<https://www.identogo.com/locations/pennsylvania>
- Under Enrollment Services, check the Digital Fingerprinting option
- Enter the following service code:
For staff working in a library enter Service Code: 1KG738
For staffing working in a school enter Service Code: 1KG6XN
- Payment is made at the time of fingerprinting.
- The applicant then reports to one of the approved fingerprint centers with a state or federal identification card.
- The mail request can take up to 6 to 8 weeks for processing and will be mailed directly to the applicant.

For questions or to check the status of a request, please contact IdentoGo at (844) 321-2101.

Mandated Reporter Training – Certificate of Completion

Fee: \$0.00

ONLINE APPLICATION FOR PENNSYLVANIA RESIDENTS:

- This clearance may be obtained on-line using the following URL:
www.reportabusepa.pitt.edu
- The training will take approximately three hours to complete. The website will save your progress, so it does not have to be completed in one session. Once you complete the training, you will be able to print a certificate of completion.
- After completing the training, the certificate is immediately available to be printed by the user.

Technical support staff are available Monday through Friday from 8:00 AM to 4:00 PM EST at helpcpsl@pitt.edu or 717-605-0236.