



Required Employment Clearances

____ **PA Child Abuse History Clearance (\$13)** *(must be dated within one year of employment)*

- Request the clearance as this link: <https://www.compass.state.pa.us/CWIS>
- You will be required to create an account to make your request. Follow the prompts. Sometime after you have completed your request, an email will appear in your inbox within 14 days informing you how to access your clearance. Simply follow the instructions and print out the clearance to submit.

____ **PA Criminal History Record Check (\$22)** *(must be dated within one year of employment)*

- Go to: <https://epatch.state.pa.us/Home.jsp>
- As a non-registered user you can use the system with a credit card by clicking on the "Record Check" tool bar.
- Select "New Record Check"
- Enter all Required Information Fields
- Print out and submit one copy of the Certificate with Background Seal

____ **Federal (FBI) Criminal History Report (\$22.85)** *(must be within one year of employment)*

- To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code 1KG6TR
- Register online
- Enter required information
- Review fingerprinting site locations, hours, and items to take with you to fingerprint site
- Travel to the site and have fingerprint scanned

____ **Child Abuse Recognizing & Reporting Training (Act 126)**

Beginning January 2, 2013 the state of PA enforced a new law, ACT 126, which mandates that all school entities provide 3 hours of training to employees regarding recognizing and reporting suspected child abuse. If you have already received this training, please provide a certificate of completion that we can place in your file. Otherwise, please log on to www.reportabusepa.pitt.edu and complete the on-line course.