

## PA PUBLIC SCHOOL CLEARANCE PROCEDURES

PA Public School Code Section 1-111 requires all applicants for employment and contractors with PA public schools to undergo background checks and report arrests and convictions to school officials through the PDE-6004 form. Clearances must be less than one year old at the time of hire/contracting.

The cost of clearances is the responsibility of the applicant/contractor. You must send a money order for mailed forms, personal checks will not be accepted. When clearances are processed by mail, the originals must be viewed by a Southern Tioga School District (STSD) employee and a copy will be made and retained at STSD. For electronic clearances, print-out and provide a copy of the results with your application. Forms are also available at [www.southerntioga.org](http://www.southerntioga.org), employment opportunities.


### ACT 34 CRIMINAL RECORD CHECK—

- **Available online:** <https://epatch.state.pa.us/>
  - Get started by choosing “Submit a New Record check”, then follow the instructions. Results should appear on screen. Print out the “Invoice” with a copy of the State seal and submit to STSD.
  - If the response is “Request Under Review or Pending”, you must periodically check back with the website until your request is processed. Your results will be mailed to you and may not be printed.
- **Available by paper/mail using form #SP4-164**
  - Form available at STSD office or [www.portal.state.pa.us/portal/server.pt/directory/criminal\\_history/3548](http://www.portal.state.pa.us/portal/server.pt/directory/criminal_history/3548)
  - For “Name/Requester”: use your own name/address
  - Check “Individual/Noncriminal justice Agency” – *a \$10 fee is required – only money orders accepted*
  - For “Reason for Request”: choose “Employment/Screening”

### ACT 151 CHILD ABUSE HISTORY CLEARANCE

- **Available online:** <https://www.compass.state.pa.us/cwis/public/home> - there is a \$10 fee - a debit or credit card will be needed
  - Create a Keystone ID, click next
  - Provide the required information and click finish. You will immediately receive an email with a temporary password. Go back to <https://www.compass.state.pa.us/cwis/public/home> and click Login
  - Access My Clearances and continue
  - Login Using your Keystone ID and the password that was emailed to you. You will be prompted to change your password then submit.
  - Accept the Terms and Conditions and continue
  - Create a clearance application – CAREFULLY read and follow all instructions
  - For “Purpose of Clearance”: choose “School Employment”
- **Available by mail with form #CY113 available at STSD website or** [http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf)
  - For “Applicant Identification”: use your own name/address
  - For “Purpose of Clearance”: choose “School Employment”
  - Mail form to address provided with \$10.00 money order

### **ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—digital fingerprinting**

- Register with Cogent Systems at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling 1-888-439-2486 (MON-FRI 8 AM – 6 PM)
- You **MUST** select  **pennsylvania** DEPARTMENT OF EDUCATION (Pennsylvania Dept. of Ed.) on first page or results will not be available to STSD.
- Select “Register On Line”, then follow the remaining instructions.
- The fee is \$28.75, pay with debit/credit card online or by money order at fingerprinting location.
- Local fingerprinting sites (additional fingerprinting sites available at [www.pa.cogentid.com](http://www.pa.cogentid.com)):
  - ✓ Tioga County Courthouse, MON - FRI, 8:15 AM - 2:45 PM *by appointment only* 570-723-8231
  - ✓ BLAST I.U. #17, Springbrook Drive, Canton, MON – FRI, 8:00 AM—3:30 PM, *no appointment needed*
  - ✓ UPS Store #1927, TJ Maxx Shopping Center, Williamsport, MON–FRI, 9 AM – 5 PM and SAT 11 AM – 2 PM
- Photo ID required at fingerprinting site
- Unanswered questions about the fingerprinting process may be directed to: PA Dept. of Education, School Services Unit at (717) 783-3750 or [RA=-PDE-SchoolService@state.pa.us](mailto:RA=-PDE-SchoolService@state.pa.us)

### **PDE-6004 (8/28/2012) – ARREST/CONVICTION REPORT AND CERTIFICATION FORM**

- **Required of current and prospective employees:** Upon anticipation of being hired or if you are applying for substitute work or contracted services, complete this form and return it with your application materials.
  - Available at STSD office or our website:  
[http://southerntioga.org/UserFiles/Servers/Server\\_5982283/File/Sandy's%20Docs/Arrest%20or%20Conviction%20form.pdf](http://southerntioga.org/UserFiles/Servers/Server_5982283/File/Sandy's%20Docs/Arrest%20or%20Conviction%20form.pdf)

### **Child Abuse Mandated Reporter Training Certificate**

- Go to the website: <https://www.reportabusepa.pitt.edu>
- This is a 2-3 hour course with a few questions you must answer. Print the completion certificate at the end and send to Sandy Skolny.

### **Questions about applying for clearances may be directed to:**

- Sandy Skolny, Executive Asst. to the Superintendent, 570-638-2183 ext 306, [sskolny@southerntioga.org](mailto:sskolny@southerntioga.org)