

## Northern Tioga School District Child

### Protective Services Law Information

Child Protective Services Law requires all school employees, contractors and volunteers having direct contact with children to obtain new clearances every 5 years. This includes:

- Pennsylvania Child Abuse History Clearance
  - Submission may be completed online ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)). There is an \$13.00 fee associated with this record check.
  
- Pennsylvania State Police Criminal Record Check
  - Submission may be completed online (<https://epatch.pa.gov/home>) or by filing out Form SP4-164. There is an \$22.00 fee associated with this record check.
  
- FBI Clearance:
  - See page 2
  
- Act 126 – Mandated Reporter/Child Abuse Recognition and Reporting Training
  - Act 126 of 2012 requires all school employees to complete this training. Training is offered through the Pennsylvania Child Resource Center website: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Once completed, you will receive proof of completion. This document of proof must be submitted to the school district.

## FBI Federal Criminal History Records for

### Prospective Employees

As of April 1, 2007, Act 114 of 2006 has required that ALL prospective employees of public and private schools, including their independent contractors and their employees, but excluding employees who do not have direct contact with students, undergo background checks. Applicants are required to submit their background check reports to their prospective public and private school employers. The law also requires student teachers to undergo background checks and present their reports to their higher education institution prior to field experience.

#### GENERAL REQUIREMENTS

The Act requires that all of the following individuals who will have direct contact with children (as defined in [22 Pa. Code § 8.1](#)) provide to their prospective employer a copy of their Federal Criminal History Record, PA State Police Report and DPW Child Abuse Report that cannot be more than five (5) years old at the time of hire.

- Student teachers (participating in classroom teaching, internships, clinical or field experience),
- Prospective employees of public and private schools, Intermediate Units and Area Vocational-Technical Schools (including, but not limited to: administrators, teachers, substitutes, custodians, cafeteria workers and office employees), and
- Independent contractors and their employees (including, but not limited to: bus drivers, PIAA Sports Officials, and construction workers).

#### APPLICANT PROCEDURES

**Fee: \$26.20;** All applicants will now receive an unofficial copy of their report.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - **The applicant must register prior to going to the fingerprint site.** Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.  
**When registering on-line, an applicant must use the appropriate agency specific Service Code: 1KG6XN** to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.
2. **Payment** - The applicant will pay a fee of \$26.20 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
4. **Fingerprinting** - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the IDEMIA website at <https://uenroll.identogo.com> . Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
5. **Report Access** – For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **UEID to the hiring entity (as shown on the receipt provided after fingerprint capture)**. This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the UEID number and not assigned to a specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (<https://uenroll.identogo.com/> ) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

Applicants will receive an unofficial copy of their report. However, the school is **required to review the official CHRI online** and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

#### **FINGERPRINT CORRECTIONS AND RESUBMISSIONS**

In some cases, a classifiable fingerprint record cannot be obtained. Immediately upon indication, IDEMIA will take corrective action to notify the applicant of the need to re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time that is convenient for the applicant. IDEMIA will contact the applicant directly via email should a re-print be necessary.

NOTE: Reprinting can be applied to each applicant one time only.

If the applicant's fingerprints are unable to be transmitted electronically by IDEMIA to the FBI a second time, the applicant will be notified that a "name check" process will be instituted. The name check is a manual review of records completed by the FBI, with the results being sent to PDE. Upon receipt of name check results from the FBI, PDE mails a letter directly to the applicant. The letter contains the applicant's name check results and may be presented to schools in lieu of the electronic report. This process takes 4 – 6 weeks; please allow ample time for fingerprinting.