The Pennsylvania LEADERSHIP CHARTER SCHOOL

Clearance Processes and Guidelines

The clearances listed within this document must be obtained prior to an employee, contractor or volunteer's first day of service at PA Leadership Charter School (PALCS). Please make it a top priority to complete these items and bring any applicable receipts of completion and / or completed documents with you on your first day of scheduled employment with PALCS.

Document Content Links:

- Overview of Requirements for Clearances
- Instructions and tips on completing your background checks
    - ACT 114 - FBI Report (Fingerprints) - Federal Criminal History Record Information (CHRI)
    - ACT 34 – Criminal Record Check – PA State Policy
    - ACT 33 - PA Child Abuse History Clearance
    - Act 24 – Arrest Conviction Report (Employees only)
    - Act 168 – Employment History Review (Employees only)
- HOW TO SUBMIT YOUR CLEARANCES once completed - EMPLOYEES AND CONTRACTORS
- VOLUNTEER? - USE THIS LINK / (Student Teachers as well)

Overview of Requirements for Clearances

As of April 1, 2007, Act 114 of 2006 has required that ALL prospective employees of public and private schools, including their independent contractors, volunteers and their employees 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. There are three required background checks for ALL applicants:

- State Police Criminal History Record
- Department of Human Services Child Abuse Report
- Federal Criminal History Record Information (CHRI) – FBI Report (Fingerprints)

*For complete access to rules and regulations on background check requirements – Click here.

Please note that the cost for the background checks is the responsibility of the individual that is required to obtain them.

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ACT 114 - FBI Report (Fingerprints) - Federal Criminal History Record Information (CHRI)

1. Click on the following hyperlinks based on the purpose of your clearance requirement
    a. Employment (NOTE - IF AT ANY POINT IN YOUR REGISTRATION PROCESS YOU ARE GIVEN THE CHOICE TO REGISTER FOR A "VOLUNTEER" CLEARANCE, **DO NOT CHOOSE THE OPTION TO REGISTER FOR A VOLUNTEER CLEARANCE**. CHOOSING THIS OPTION WILL NOT ALLOW FOR EMPLOYER VERIFICATION.)
2. Complete the registration steps as directed and select a location of your choice for fingerprinting. (Location information and hours of operation are listed on the registration site)
3. Proceed to the selected site and make sure to bring the required photo ID as indicated on the initial link and also within the registration process
4. When fingerprinting is completed, the employee will be provided with a receipt that will contain a **UEID** number. **The employee must provide a copy of this receipt to us on the first day of employment** and PALCS will be able to download the official FBI clearance report.

Please refer to our PALCS CJIS Proper Access policy – found by clicking here

ACT 34 – Criminal Record Check – PA State Policy ($22.00 for non-volunteers)

1. Proceed to - https://epatch.pa.gov/home
2. Select "Submit a New Record Check"
3. Scroll down and click "Accept"
4. Click "Individual Request"
5. Complete instructions as directed
6. Once you have entered all your demographic information and hit Submit you will see a Control Number that starts with the letter "R".
7. Click on that Number and your certificate form will come up. There is also a link called "Certificate Form" you can click to get it as well.
8. Once the Criminal Record Report is processed, **please print and provide it to the HR Department.**

ACT 33 - PA Child Abuse History Clearance ($13.00)

1. Proceed to –
    a. https://www.compass.state.pa.us/cwis/public/home
2. Click on "Create Individual Account"
3. You will be asked to create a Keystone ID. This ID is not something that is supplied to you, you create this
4. Follow all directions and steps and print out "Child Abuse History Clearance" (should be available immediately but some times it can take a few days) and provide to HR.

Act 24 – Arrest Conviction Report (Employees only)

1. Click on this link – Act 24 Certification Form
2. Complete, sign and provide to HR on your first day of employment.

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Act 168 – Employment History Review (Employees only)

1. You will receive an email from palcs@act168.net titled "Pre-Hire Act 168 submission". This will be delivered to the email that you provided PALCS at the time of your hire. Please follow the instructions within this email.
2. Please note that the system will prompt you to complete an electronic submission for **ALL** former employers that were school entities and/or where you had direct contact with or supervision of children while employed with those entities.

Please ensure that you reference the employers listed on your resume and/or employment application and include ALL applicable current and former employers applicable to this requirement.

You will have 6 days from the date that the initial Act 168 email is sent to you to complete this requirement. The password will expire after 6 days and a new Act 168 email will need to be sent to you.

If you did not receive the email needed to complete this requirement or the original has expired, please contact Morgan Dobson at msumner@palcs.org.

HOW TO SUBMIT YOUR CLEARANCES once completed - EMPLOYEES:

- Please **click here for** directions on how to upload this acknowledgement to your section in Paycom.
  - You must upload each document separately.
  - For your ACT 114 - FBI Fingerprints, please only upload your UEID number. We will pull your official record with this number.
  - For PA Criminal Record Check and the PA Child Abuse History Clearance you will upload the actual documents per the upload instruction in the link above.

Files are uploaded and downloaded between the end user and the storage tier directly over an Secure Socket Layer (SSL) or Transport Layer Security (TLS) encrypted segment using high grade encryption. ShareFile supports TLS 1.2.

These are the same encryption protocols and algorithms used by e-commerce services and online banking.