



SHIPPENSBURG AREA SCHOOL DISTRICT

317 N. Morris Street, Shippensburg PA 17257
717.530.2700 www.shipk12.org

Clearance Instructions

The PA Child Protective Services Law (Act 153) requires all school employees to obtain updated clearances every 5 years. **All three clearances can be applied for electronically. Instructions are below.**

PA STATE POLICE CRIMINAL RECORD CHECK (Act 34)

- ❖ Applicants can visit the Pennsylvania Access to Criminal History website to apply online at: <https://epatch.state.pa.us/Home.jsp>
- ❖ Click “Submit a New Record Check” and follow the instructions.
- ❖ Once you agree to the terms and conditions make sure to select Individual Request.
- ❖ Select “Employment” as the reason for your request.
- ❖ You may **not** use the Volunteer Clearance option if you are a paid employee.
- ❖ The cost is \$22.00.
- ❖ If you have questions, please call: 1-888-783-7972.

CHILD ABUSE HISTORY CLEARANCE (Act 151)

- ❖ Applicants can visit the Child Welfare Portal website to apply online at: <https://www.compass.state.pa.us/CWIS>
- ❖ You will be directed to the Child Welfare Portal where you can create a Keystone account or log in if you already have an account.
- ❖ If creating a Keystone account, you will be sent a temporary password via email to login into the system.
- ❖ You should use a desktop or laptop to access the website.
- ❖ Once you login for the first time, you will be prompted to change your password. (Password cannot contain more than 10 characters or contain exclamation point or hashtag.)
- ❖ Please make sure you write down your Keystone ID for later use.
- ❖ **For Application Purpose, select “School Employee Governed by Public School Code”.**
- ❖ The cost is \$13.00.
- ❖ If you have questions, please contact ChildLine Verification Unit at 717-783-6211 or 1-877-371-5422.

FBI CRIMINAL BACKGROUND CHECK (Act 114)

- ❖ **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 online or over the phone at <https://uenroll.identogo.com> or 1-844-321-2101.
 - When registering on-line, use Service Code 1KG6XN to ensure correct agency and/or applicant type. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. 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 repay.



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- ❖ **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 on the website.
 - Applicant will pay \$26.20 for fingerprinting. Major Credit Cards, money orders or cashier's checks will be accepted on site. No cash transactions or personal checks are allowed.
- ❖ **Fingerprinting** - At the fingerprint site the Agent will review the applicant's photo ID. A list of approved ID types may be found at <https://uenroll.identogo.com>. Applicants will not be processed without acceptable photo ID.
- ❖ **Report Access** – Applicants must provide their UEID# to the Human Resource Office. UEID# can be found on the receipt provided after fingerprint captured or on the unofficial copy you will receive.
 - If an applicant has lost their receipt or needs to confirm their UEID, the applicant may visit the UEP website (<https://uenroll.identogo.com/>) and check status of their file by providing personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

Support Staff Reimbursement

- ❖ Support Staff employees are eligible to be reimbursed for the cost of their clearances according to the terms outlined in the SAESP contract. Staff are required to provide receipts as back-up for reimbursement. The Support Staff Clearance Reimbursement Form can be found at <https://www.shipk12.org/staff>