

Instructions - Employees and Paid Coaches:

Employment in the Northgate School District requires the following as regulated by the Pennsylvania Department of Education.

❖ **Act 34 – PA Criminal History Clearance:**

-You can apply online at <https://epatch.state.pa.us>

❖ **Act 151 – PA Child Abuse History Clearance**

-You can apply online at <https://www.compass.state.pa.us/cwis>

❖ **Act 114 Clearance – (choose PA Dept of Ed. option):**

-This is a multi-step process: **1st** - you register, either online at <https://uenroll.identogo.com> or by phone at 1-844-321-2101 (employees and paid coaches should use code 1KG6XN); **2nd** – you go to an approved fingerprint site to be fingerprinted (which can be found on the their website once you enter the code and under locate enrollment center), and **3rd** – once you have been fingerprinted, provide the UEID number to the School District to Mrs. Laureen Dowd or Mrs. Judy Zimmerman at 412-732-3300, ext. 2110 or 412-732-3300, ext 2120.

❖ **Act 126 Mandated Training Certificates** - Complete mandated *Act 126 Child Abuse Recognition and Reporting Training*, as well as *Professional Ethics and the Educator Discipline Act training*, and submit both certificates. (you must do training on both sites)

-You can do Child Abuse Recognition & Reporting training online for free at www.reportabusepa.pitt.edu/ and you can do Professional Ethics & the Educator Discipline Act training online for free at: <http://pdesas.org/> to set up account and then go to <http://pdc.pdesas.org/>

-In addition, please review Policies 806 and 824 on the district website and sign the form (*Northgate School District Act 126 Policy Review Form*) (policies can be found on Northgate’s website at www.northgate.k12.pa.us. Click on Board, then School Board Policies. Scroll down to Operations (800) and you will find links to policies 806 and 824.)

❖ **PDE-6004 Form** - Complete and submit a PDE-6004 form

❖ **Act 168 Form** (new employees only) - Prior employee background check

ADDITIONAL HELPFUL INFORMATION ON APPLYING FOR CLEARANCES:

Act 34 Criminal Clearance -- *Note:* You can apply directly online at the website above. Once your results are available, make sure you click on the *Control # and then Certification* form at the end in order to obtain your actual clearance results.) (*Tip: Once the Search Results table appears, click on Control Number, and record check details page is opened. Click on the Certification Page to access the clearance results and print.* If not applying directly online, the form can still be obtained on that site under the “help tab” - “SP4-164” for employees. (Keep in mind that any clearances marked volunteer are not valid for employment purposes)

Act 151 Child Abuse Clearance -- *Note:* You can apply directly online at website above. When you are able to access the results, then print a copy of the clearance. If not applying online, applications can be found at www.dhs.state.pa.us – Form #CY113 – under “publications” then “find a form” - 113. (please submit actual clearance that shows Pennsylvania Child Abuse History Certification on the top - if just a paper with a number is provided, we are not able to access the clearance for you)

Act 114 Clearance -- *Note:* Instructions and fingerprint locations can be found at website mentioned above. First you register, and then you can go to one of the locations to be fingerprinted. Be sure to take appropriate id with you. When registering, it is important to use the correct code which is 1KG6XN. Once you have been fingerprinted, please provide the UEID # (which starts with PAE) to Northgate School District by either calling 412-732-3300, ext. 2110, 412-732-3300, ext. 2120 or via e-mail at admin114@northgate.k12.pa.us

Act 126 Training is a multiple component training: *Note:* You can do online training for free at: www.reportabusepa.pitt.edu/ for *child abuse recognition & reporting* training, and for *Professional Ethics and the Educator Discipline Act training* online for free at <http://pdesas.org/>. Courses are available for teachers, chief school administrators, and other staff members. If you are not already a registered SAS user, you may log into SAS <http://pdesas.org/> and select Register from the Login menu

Act 168 form: (new employees only) *Note:* You will need to fill out an Act 168 form for every school where you worked and/or where you worked with children, or if you have not worked at a school or with children previously, still fill out the form and check the square box next to former employee where it shows *No applicable employment*. Please make sure you also fill in the circles and sign on the top portion of the other page.

New employees: Act 34, Act 151 & Act 114 clearances are required and must be current – not dated older than one year. Also, Act 126 mandated training child abuse recognition certificates are required and must not be older than 5 years. New employees only must also complete form Act 168 (former employment background check). Also, you will need to complete a PDE-6004 form. Thereafter, Act 34, 151 & 114 clearances, and Act 126 trainings need to be updated every 60 months/5 years from date on clearances and Act 126 certificates).

Current employees: Act 34, Act 151 & Act 114, as well as, Act 126 mandated trainings need to be kept up to date every 60 months/5 years (from date on clearances and certificates).

If you have any questions, feel free to call Laureen Dowd at 412-732-3300, ext. 2110.