

Instructions - Employees and paid coaches: (Please read the following 2 pages)

❖ **Act 34 – Criminal:**

You can either apply directly online or obtain the application form online at <https://epatch.state.pa.us>. If not applying directly online, the form can still be obtained on that site under the “help tab” - “SP4-164” for employees. If applying online, please make sure you click on *Certification* form at the end for the actual results and print 2 copies (1 for yourself and 1 for the District) – the Patch system will only provide one opportunity to obtain and print the 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.)* 1-888-783-7972. (Keep in mind that the clearances marked volunteer are not valid for employment purposes)

❖ **Act 151 – Child Abuse:**

Applications can be found online at www.dhs.state.pa.us – Form #CY113 - under “find a form” – 113. Or you can apply directly online at <https://www.compass.state.pa.us/CWIS>. 1-877-371-5422 (print 2 copies - 1 for yourself and 1 for the District)

❖ Also, you need to complete and submit a **PDE-6004 form**

❖ Also, complete and submit **certificate for Act 126 mandated training** (child abuse recognition), which you can do online for free

❖ **Act 168** (prior employee background check - please fill out an Act 168 form for every school you worked at and/or where you worked with children). In addition to former employee info and your application name info, please make sure you also fill in the circles and sign on the top portion of the other page. If you have not worked at a school or with children previously, please still fill out the form and check the square next to former employee block that shows No applicable employment.

❖ **Act 114 – FBI Fingerprinting:**

For fingerprinting, instructions can be found at www.pa.cogentid.com. Also, you can either register online at that same website - www.pa.cogentid.com or by calling 1-888-439-2486. When registering, make sure it is for the Department of Education option.

The Act 114 (FBI) Clearance is a multiple step process.

- It first requires you to register with Cogent Systems – as mentioned, either online at www.pa.cogentid.com or by phone (1-888-439-2486). When registering, make sure you choose the Dept. of Education – PDE option. Also, make sure you check that you give permission for the School District to obtain your results.
- Cogent will then assign a Registration ID Number to you that will begin with the letters “PAE.” This ID # is important and you should keep track of this number as you will need this when you go to the fingerprinting site and also to provide the number to the School District. Once you have been fingerprinted, please provide this PAE # to Northgate School District by either calling 412-732-3300, ext. 2110 or via e-mail at admin114@northgate.k12.pa.us

- Fingerprinting sites can be found on the Cogent website mentioned above, along with instructions.

Please be aware that the official fingerprinting results only stay on the Cogent system for one year exactly from the date you got fingerprinted; therefore, make sure you submit the PAE # to the School District as soon as possible.