

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 – FBI Fingerprinting** (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 their website), and **3rd** – once you have been fingerprinted, provide the UEID number to the School District to Mrs. Lauren Dowd or Mrs. Judy Zimmerman at 412-732-3300, ext. 2110 or 412-732-3300, ext 2120.

❖ **Act 126 Mandated Training Certificate** - Complete mandated Act 126 Child Abuse Recognition Training, and submit certificate.

-You can do online training for free at: <http://pdesas.org/> to set up account and then go to <http://pdc.pdesas.org/> (Or) also online for free at www.reportabusepa.pitt.edu/

❖ **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.)

(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 # 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 Mandated Training: *Note:* You can do online training for free at: <http://pdesas.org/> to set up account and then go to <http://pdc.pdesas.org/> -- see attached for more detailed instructions at the top of the attached page, or you can also do online for free at www.reportabusepa.pitt.edu/)

(Act 168 form: *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 older than one year. Also, Act 126 mandated training child abuse recognition certificate is 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, clearances and Act 126 training need to be updated every 60 months/5 years.

Current employees: Act 34, Act 151 & Act 114, as well as, Act 126 mandated training need to be kept up to date every 60 months/5 years.

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