



# TYRONE

## AREA SCHOOL DISTRICT

*Soaring Forward to Explore, Challenge and Succeed*

[www.tyrone.k12.pa.us](http://www.tyrone.k12.pa.us)

### Human Resources

701 Clay Avenue, Tyrone, PA 16686

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## DAYCARE EMPLOYEE INSTRUCTIONS FOR REQUIRED CLEARANCES

### 1. National Sex Offender Registry Verification Application (NSOR)

- a. There is no fee. Fill out the application and submit it to Human Resources.
- b. Once processed, the Department of Human Services will email/mail you the clearance. Bring a copy to Human Resources

### 2. Act 34 State Police Criminal Record Check

- a. Go to <https://epatch.pa.gov/home> Click on Submit a New Record Check
- b. Follow instructions and select Individual Request and click continue
- c. Reason for Request: *Employment*; there is a \$22.00 fee
- d. Enter your information and click next, click on control number, click on certification form. Print out the record check and bring a copy to Human Resources

### 3. Act 151 Child Abuse History Clearance

- a. Visit [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) (Child Welfare Portal) click on Create Individual Account and enter the information to create your Individual Login. Login and follow the instructions. For purpose of clearance, select **School Employee Governed by the Public School Code**.
- b. There is a fee of \$13.00. Applicants will receive their results more quickly via email and will be able to print their results from any computer. Bring a copy to Human Resources

### 4. Act 114 Federal Criminal History Record Check - Fingerprint vendor, IDEMIA

- a. Daycare staff, cross-over employees and substitutes are required to have this clearance
- b. Applicants are required to pre-register before being fingerprinted
- c. Go to <https://uenroll.identogo.com>.
- d. Enter the Service Code 1KG738 (PA DHS Child Care Services/Program Employee or Contractor)
- e. Click on Schedule or Manage Appointment; complete the fields and click on Next until all registration pages are complete. At this time, you have the option to schedule an appointment to have your fingerprints taken. Appointments are recommended.
- f. Payment is due at the time of fingerprinting, \$23.85, which can be paid by money order, cashier's check, or major credit cards. Once fingerprinted, you will receive the original in the mail, please bring to Human Resources.

### 5. Act 126 Mandated Child Abuse Recognition and Reporting Training

- a. The training can be completed online at no cost through the Pennsylvania Child Welfare Resource Center: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Please be sure to print the certificate of completion when you have finished the training and provide a copy to Human Resources.

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It is the policy of the Tyrone Area School District not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

Please direct questions about this policy to the Superintendent of Schools, at 814.684.0710 Ext. 4123.