



TYRONE

AREA SCHOOL DISTRICT

Soaring Forward to Explore, Challenge and Succeed

Human Resources

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EMPLOYEE INSTRUCTIONS FOR REQUIRED CLEARANCES

1. 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 submit clearance to Human Resources

2. Act 151 Child Abuse History Clearance

- a. Visit 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. Submit clearance to Human Resources

3. Act 114 Federal Criminal History Record Check - New fingerprint vendor, IDEMIA

- a. Applicants are required to pre-register before being fingerprinted
- b. Go to <https://uenroll.identogo.com>.
- c. Enter the Service Code 1KG6XN (School Districts)
- d. Click on Schedule or Manage Appointment; complete the fields and click on Next until all registration pages are complete.
- e. When registering you have the option to schedule an appointment to have your fingerprints taken. Appointments are not required but recommended.
- f. Payment is due at the time of fingerprinting, \$25.25, which can be paid by money order, cashier's check, or major credit cards.
- g. Once fingerprinted, bring the Identogo Receipt to Human Resources
- h. If you don't have internet access you can call 1-844-321-2101 to pre-register.

4. 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. Please be sure to print the certificate of completion when you have finished the training and provide a copy to Human Resources.