

## Background Checks

Background check clearances are valid for five years and employees are responsible for acquiring and providing the original copy of these clearances to the FCCTC Business Office before previous clearances expire in order to be permitted to work.

Clearance Instructions and links are provided below:

- a. **ACT 34 – PA CRIMINAL CLEARANCE** | <https://epatch.state.pa.us> | Click on the **Submit New Record Check button as seen below (red arrow)**. Apply online for immediate results if no record is found, otherwise it may take a few weeks to receive results.

To access the result of your record check, click on the **Check the status of a record check button seen below (orange arrow)**. **Be sure to document: 1) the control number, 2) your name exactly as it was entered, and 3) date you submitted application into the system** as you will need to enter this information to retrieve your results. Results can be retrieved at the same web page using the control number and exact name. To check status of your application click

There is a **\$22.00 non-refundable fee for each request**, regardless of outcome. Payment is accepted by credit card.

**Commissioner Robert Evanchick** Gov. Thomas W Wolf

Home Record Check Help

### Welcome to Pennsylvania Access To Criminal History

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

**All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.**

**New Record Check (Volunteers only)**

**Submit a New Record Check**

**Check the status of a Record Check**

**Registered PATCH Accounts**  
(Only used by pre-approved organizations)

b. ACT 151 – CHILD ABUSE CLEARANCE

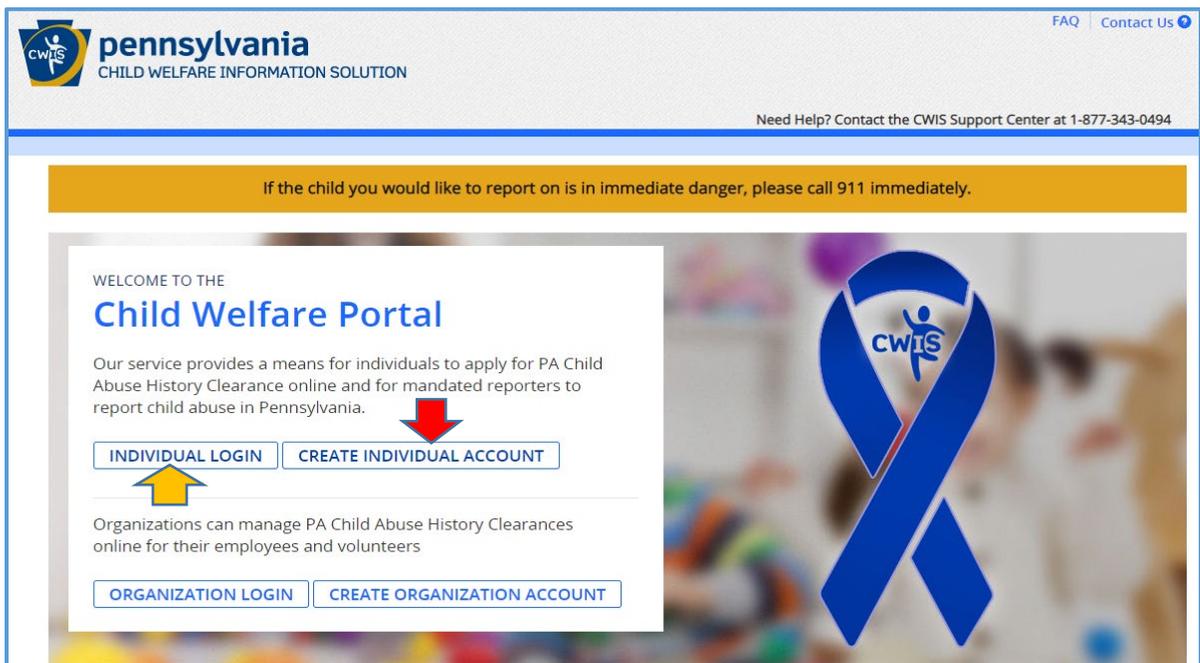
| <https://www.compass.state.pa.us/cwis/public/home> | Enter identifying information including your email address. You will be emailed a password, then log back in with the password and change it to a password of your choosing. This system will ask for your addresses of your past residences and listings of everyone with whom you have lived. You may select results in the form of an email and/or a hard copy.

**FYI: Before you start, you should have the following information readily available to help you complete your application (it is okay if you don't remember all your addresses and roommates just be sure to enter the basics and try your best):**

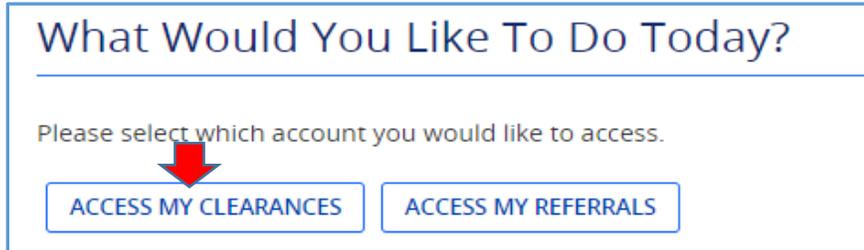
- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either **credit/debit card information for an \$13.00 application fee** or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

**Steps:**

- i. If you have not yet created a Keystone ID (also referred to as Keystone Key), that will be your first step in this process. To do so you will click on the link above and the Click on the Create Individual Account Button seen below (red arrow). You will use the ID for accessing many PDE systems, so you need to remember/retain the username and password that you create.



- ii. After you have created your Keystone ID (also referred to as Keystone Key), then click on the Individual Login button as seen above (orange arrow) to access Compass System.
- iii. Next click on the Access my Clearances button as seen below and click continue at bottom right corner of the following page.



What Would You Like To Do Today?

Please select which account you would like to access.

[ACCESS MY CLEARANCES](#) [ACCESS MY REFERRALS](#)

- iv. You will then enter the Keystone Key (also referred to as keystone ID) that you created as seen below:



PA pennsylvania

**Keystone Key**

benmordan

.....

**LOGIN**

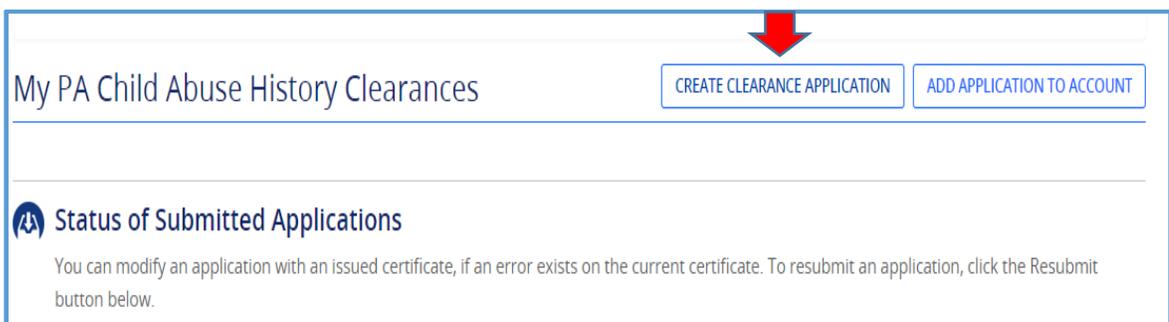
**Self-service for Citizens**

- [Forgot Password](#)
- [Edit Profile](#)

**Self-service for Commonwealth Employees**

- [Change CWOPA Password or Hint Questions](#)

- v. Finally, you will click on the Create Clearance Application button as seen below and then follow the provided instructions to create and submit your application to receive your Child Abuse Clearance.



My PA Child Abuse History Clearances

[CREATE CLEARANCE APPLICATION](#) [ADD APPLICATION TO ACCOUNT](#)

**Status of Submitted Applications**

You can modify an application with an issued certificate, if an error exists on the current certificate. To resubmit an application, click the Resubmit button below.

c. **ACT 114 – FBI CRIMINAL BACKGROUND CHECK**

| <https://uenroll.identogo.com> | Register online with IDENTOGO and then select a location to be electronically fingerprinted and make payment. Franklin Learning Center address and Information are listed below. When Registering applicants will need to enter the PA Site Code for CTC employment is: **1KG6NX**

The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101.

**Applicant will pay a fee of \$22.60 for the fingerprint service in person at fingerprint location.** Payment can be made using Major Credit Cards as well as Money orders or cashier's checks payable to IDEMIA

Local fingerprinting location:

**Franklin Learning Center**

2397 Loop Road Chambersburg, PA 17201

717-263-2700

Monday through Wednesday: 9:00 a.m. – 4:00 p.m.

**See more information about testing site below on page 5**

Fingerprint Service Code Form

**Service Name: Area Vocations Technical Schools (AVTS)**

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

1KG6NX

*Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.*

**Please bring one of the identification documents from the list below to your enrollment appointment.**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate



Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**

## 2. Additional Information on Background Checks and other Legislative Requirements

### a. School Volunteer Background Checks

Under Pennsylvania's Child Protective Services Law, school volunteers who are responsible for the child's welfare or who have "direct volunteer contact" with children at a school (i.e., the care, supervision, guidance, or control of children and routine interaction with children) are required to have background checks.

### b. Act 4 - Impact on Background Check Renewal Period & Process

Prior to Act 4 of 2016, background checks more than 12 months old could not be used for prospective school staff and service providers; however, Act 153 of 2015 amending the Child Protective Services Law (CPSL) required Section 111 checks be renewed every 60 months. The passing of Act 4 aligns the School Code with the new CPSL requirement and permits any of the three required background checks to be used by potential applicants for up to 5 years (i.e., 60 months).

In addition to the unofficial CHRI report, an applicant must complete and submit to a prospective employer the [PDE Form 6004](#) (PDF), required by Section 111(j)(1) of the School Code, indicating that the applicant has not been disqualified from employment.

### c. Act 168 - Employment History Review

As of December 22, 2014, a school entity or an independent contractor may not hire any applicant for a position in which the employee will have direct contact with children until the school entity has complied with the employment history review process delineated in Act 168 of 2014 (24 P.S. § 1-111.1). Guidance on the procedures and forms for the employment history review may be found in the [Act 168 Basic Education Circular](#) (PDF).

### d. Act 82 - Court Decisions on Lifetime Bans on Employment for Certain Criminal Convictions

On December 13, 2012, Commonwealth Court issued opinions in three cases, each of which held that the lifetime ban on employing individuals convicted of certain crimes listed in the Pennsylvania School Code (24 P.S. § 1-111(e)) violated the Pennsylvania Constitution as applied to the individual plaintiffs involved. As there are several important impacts on school employers, PDE issued the [Act 82 Guidance on Lifetime Bans](#) (PDF) to school administrators concerning their continuing obligations under Section 111(e) of the School Code in light of these cases.

### e. Act 24 - Reporting Arrests & Convictions

Act 24 of 2011 contains a number of significant changes to the Pennsylvania Public School Code that are designed to enhance the safety of school children. Among the changes, Act 24 amends Section 111 of the School Code to expand the list of prohibitive criminal offenses and ensure that then-current school employees who may not have been subject to a previous background check were required to provide

assurances that they had not been previously arrested or convicted of a Section 111(e) offense. Additionally, Act 24 requires that all school employees complete and return to their school administrator a [PDE Form 6004](#) (PDF) within 72 hours of any arrest or conviction of an offense listed in Section 111(e). If an employee refuses to submit the form, Act 24 requires that the School Administrator submit the employee to a new background check under Section 111.