



LC Strong Board POLICY# \_\_\_\_\_

EMPLOYEE BACKGROUND CHECKS  
CLEARANCES  
ACT 126 and ACT 31 COMPLIANCE

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Our Lady of the Cross School will adhere to PA Public School Code 1949 Section 111 as laid out below: Section 111 of the Pennsylvania Public School Code of 1949 requires background checks for current and prospective employees of public and private schools, intermediate units and area vocational-technical schools (AVTS), including independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children. The definition of employee includes teachers, substitutes, janitors, cafeteria workers, independent contractors and their employees, and bus drivers, unless such persons have no direct contact with children. The law also specifies that student teacher candidates must have Section 111 background checks before participation in any classroom teaching, internship, clinical or field experience. For ease of reference, unless otherwise specified, this circular refers to all persons who are subject to the provisions of Section 111 as "school employees," regardless of the person's actual employment position.

The following background checks are required under the School Code:

- PA State Police Criminal History,
- Department of Human Services Child Abuse History Clearance; and,
- Federal Criminal History Record Information (CHRI) – FBI Report.

These background checks must be no more than five years old at the time of application. In addition, administrators are required to ensure that current school employees renew the three required background checks every 60 months.

1. PA State Police Criminal History
  - Act 34
  - Verification date must be within 5 years (60 months) of hiring date and needs to be updated every 5 years from the verification date.
  - Cost - \$22
  - Can be completed online at [ePatch](#)
    - Choose **“Submit a New Record Check”**
    - You are making an **“Individual Request”**
    - You are both the requestor and the subject of the request
  - Once your results come back, click on the reference number to get a copy of your clearance that you can both save and print
    - Save your reference number

## 2. Department of Human Services Child Abuse History Clearance

- Act 151
- Verification date must be within 5 years (60 months) of hiring date and needs to be updated every 5 years from the verification date.
- Cost - \$13
- Can be completed online on [COMPASS](#)
  - Choose **“Individual Login”** if you already have a Child Welfare Account
    - HELPFUL HINT - once you enter your account, if you already requested a clearance as a volunteer, click RESUBMIT. You can update to EMPLOYEE without redoing the whole application.
  - Choose **“Create Individual Account”** if you do not have an account
    - You make up your own KEYSTONE ID (username)
    - Save your account info for future access
- Your record will be saved in your account. You can also save it as a PDF and print it.

## 3 - Federal Criminal History Record Information - CHRI - FBI Report

- Act 114
- Verification date must be within 5 years (60 months) of hiring date and needs to be updated every 5 years from the verification date.
- Register at [IdentoGO](#)
  - Use code: 1KG6TR
- You will receive an email with your results. Save the PDF.

## 4 - Arrest / Conviction Report and Certification Form

- Act 24 of 2011 and Act 82 of 2012
- This form needs to be filled out along with the CHRI
  - [Arrest / Conviction Report and Certification Form](#)

## 5 - Mandated Reporting Training - Part 1- Professional Ethics and the Educator Discipline Act

- Act 126
- Register for an SAS (Standards Aligned Systems Account) by clicking [HERE](#)
  - Click LOGIN at top right. When the login box comes up, click the blue REGISTER on the bottom left of the box.
  - Be sure to keep your username and password for future reference
- Once you register, a login page will pop up, login.
- Your profile will pop up
- Click on “MY SAS TOOLS” in the top right corner (yellow button with drop down)
  - Choose PD CENTER
- A pop up will show, click on COURSE CATALOG / REGISTRATION
  - Notice the classes that are offered! You can take these at any time for Act 48 credits!!!
- On the left hand side of the screen, click on ACT 126
- Click on the course that suits your role as teacher, administrator, or staff

- A brief assessment will be given at the end of the course. All participants will receive a certificate of completion. Educators holding Pennsylvania certification will receive Act 48 credit and they will be automatically given to Dept of Ed. All content must be viewed prior to taking the assessment and receiving a certificate.

#### 6 - Mandated Reporting Training - Part 2 - Child Abuse Recognition and Reporting

- Act 126
- [www.reportabusepa.pitt.edu/](http://www.reportabusepa.pitt.edu/)

#### 7 - Sexual Misconduct / Abuse Disclosure Release Form

- Act 168
- The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form).
- Please fill out section 1 on the form below as many times as needed per the instructions above.
  - [Sexual Misconduct / Abuse Disclosure Release Form](#)

#### 8- Disclosure Statement

- Required for applicants submitting clearances obtained in the previous 60 months or who have applied for and are awaiting results.
- [CPSL-Disclosure Statement for Provisional Employment](#)