

EMPLOYMENT/VOLUNTEER CLEARANCES GUIDELINES

WHO WILL NEED NEW CLEARANCES AND WHEN ARE THEY DUE TO THE SCHOOL DISTRICT?

If you are submitting clearances for the first time, either for employment or volunteering, clearances cannot be more than 365 days old on the day of submission. If they are older than 365 days they WILL NOT be accepted.

If you are submitting updated clearances, please do so before the date of expiration (60 months from the date they were obtained).

Clearances expire and employees/volunteers are responsible to renew them every **60 months**.

Required clearances:

PA Child Abuse History:

<https://www.compass.state.pa.us/cwis>

Cost is \$13.00* beginning July 1, 2018, for employees/ volunteers. Submit online.

PA Criminal History:

<https://epatch.pa.gov>

Cost is \$22.00* for employees/ FREE for volunteers. Submit online.

Fingerprinting:

<https://uenroll.identogo.com>

1-844-321-2101

Service Code for employees: **1KG6XN**

***NEW Service Code for volunteers: 1KG6ZJ**

Register online and take UE ID number to have fingerprints taken at CareerLink, 2 E Arch St., Shamokin, PA 17872-5600.

Payment: It is the employees/volunteers responsibility to acquire these clearances and be in compliance.

District Policy: This is a state law and our district policy will be revised to reflect the new requirements for compliance of the law.