

EMPLOYEE CLEARANCES ARE REQUIRED

The Child Protective Services Law (CPSL) requires certain individuals to obtain clearances in order to be employed. The purpose for requiring clearances is to provide employers with information to use as a part of a larger decision-making process when determining whether to hire someone as an employee. For additional information, you can access:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135248.pdf

Required clearances include:

Pennsylvania Child Abuse History Clearance; Pennsylvania State Police Criminal Record Check; and FBI Criminal Background Check

Clearances are required to begin employment and must be updated every five years.

1. **Child Abuse History** Clearance Information Page:

<http://keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>

To begin the process, use this link:

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

Use or create an individual login. Follow the process. If you use the online option, your results are instant. Please print and provide a copy of your results to Sara Scott in the high school office.

2. **PA State Police Record Check**

<http://keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm>

To begin the process, use this link:

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

Once you receive your results, please print and provide a copy to Sara Scott in the high school office.

3. **FBI Criminal History Background Check** (fingerprinting) Information Page:

<http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

To begin the process, use this link:

<https://uenroll.identogo.com/workflows/1KG6V5>

Once you have completed the process, please print your receipt and provide a copy to Sara Scott in the high school office. She will be able to access your information online through the FBI's website. Please make sure your receipt includes a UEID or you will have to provide your social security number.

The Beaver Valley Intermediate Unit (Monaca, PA) is our closest fingerprinting site.

Please use the following link to access information that the BVIU has provided:

https://www.bviu.org/apps/pages/index.jsp?uREC_ID=1565895&type=d&pREC_ID=1694023