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**INSTRUCTIONS FOR STATE MANDATED TRAINING AND CLEARANCE UPDATES**

**Approved Child Abuse Recognition and Reporting Training for Mandated Reports:**

1. Go to [www.reportabusepa.pitt](http://www.reportabusepa.pitt).edu
2. Click the “Registration” link in the blue bar across the top
3. Enter the requested personal information
4. You will be assigned a username and password
5. Return to the welcome page and login with the username and password provided in the previous step
6. Click on the link for the course “Recognizing and Reporting Child Abuse”
7. You will need to disable the pop-up blocker in your browser in order to launch the course.
8. The course is presented in 10 sections; navigate through them at your own pace. At the end of each section you will have the opportunity to save your progress and exit, to continue at a later time.
9. The course will take between one and two hours to complete.
10. During Section 9, you will learn how to report suspected abuse to ChildLine through the self-serve system. The web site and account used for reporting are the same as those used for obtaining the PA Child Abuse History Clearance as described below.
11. Upon completing the course and the survey, enter your full name on the signature page.
12. Print your certificate of completion immediately and submit it to Lindsay Kovach, LKovach@shadysideacademy.org. Retain a copy for your own records.

**PA Child Abuse History Clearance:**

1. Go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
2. Choose “create a new account” and enter the requested information.
3. Check your email for a message with a temporary password.
4. Return to the link above, choose “login.”
5. Enter the Keystone ID (aka username) you created in the first step and the password sent in the email.
6. When prompted, change your password to something of your choice – note the very specific security requirements listed for your password.
7. *Be sure to keep track of your login information – you will need to access this account should you ever have cause to report suspected abuse.*
8. Login again with your Keystone ID and newly created password.
9. Accept the terms & conditions and move on to submitting your clearance request.
10. Complete the application, choosing “school employment” for the reason.  Be prepared to enter every previous name you’ve ever used, every previous address you’ve ever lived at, and every person with whom you’ve ever lived.  They will accept partial information if you don’t remember all the exact addresses.
11. Review your information and continue to the payment screen.
12. Enter your credit card information to **pay the $10 fee**.
13. Print and retain your confirmation.
14. Once submitted & processed, you’ll be able to access your results through this account. Print your results and submit it to Lindsay Kovach, LKovach@shadysideacademy.org. Retain a copy for your own records.

**PA state criminal history check:**

1. Go to [epatch.state.pa.us/Home.jsp](http://epatch.state.pa.us/Home.jsp).
2. Choose “submit a new record check.”
3. Accept the terms and conditions.
4. Enter your name & address to have the results sent to you.
5. Enter your name, address, SSN, and any other names you have used (e.g., maiden name, previous married name, or aliases/nicknames.)
6. Enter your credit card information to **pay the $10 fee**.
7. Print and retain your confirmation immediately.
8. Once processed, the results will be sent to you at the address you provided in step 4. Submit results to Lindsay Kovach, LKovach@shadysideacademy.org. Retain a copy for your own records.

**FBI fingerprint check:**

1. Go to [www.pa.cogentid.com/index\_pde.htm](https://www.pa.cogentid.com/index_pde.htm).
2. For helpful information, click on “First Time User” link in red.
3. Return to home page and choose “register online.”
4. Accept the disclaimer, which authorizes the Dept. of Education to disseminate your results as appropriate.
5. Enter the requested information:  name, date/place of birth, SSN, sex, race, physical characteristics, etc.
6. Verify your info is correct.
7. Enter your credit card information to **pay the $27 fee**.
8. Print and retain your registration confirmation – it includes your registration ID, which is necessary for the next steps.
9. On your confirmation page, click on the link to find a fingerprint location.
10. Bring your registration confirmation page to a listed location to have your fingerprints taken.  No appointment is necessary.
11. Once your fingerprints have been submitted and processed, the results will be sent to you. Submit results to Lindsay Kovach, LKovach@shadysideacademy.org. Retain a copy for your own records.

**Act 168 Sexual Misconduct/Abuse Disclosure Release:**

1. Go to [www.shadysideacademy.org/summer](http://www.shadysideacademy.org/summer) and click on Employment on the left menu bar.
2. Find the Act 168 Form under the *Qualifications* heading.
3. Complete **ONE** form for **each current employer**. Ex: If you work at a day care during the day and a restaurant in the evening you will need to submit two forms.
4. Complete **ONE** form for **each former employer if it was at a school or the job involved direct contact with children**. Direct contact means “the possibility of care, supervision, guidance or control of children or routine interaction w/children.”
	1. Ex: You worked at a day care two years ago – you must complete a form since it involved direct contact w/children
	2. Ex: You worked at a grocery store a year ago – No form needed since it did not involve direct contact w/children.
5. Fill in the top section of the name and address of the current or former employer following the guidelines above in Step 3 and Step 4 for the number of forms to submit.
6. **Section 1:** Complete all information as requested.
7. Make sure to sign and date the form.
8. **Do not fill in Section 2** – this will be filled out by your current/former employer(s).
9. Your current/former employer will send the form to Shady Side Academy – Summer Programs, Pittsburgh, PA 15238