



INSTRUCTIONS FOR STATE-MANDATED CLEARANCES AND TRAINING

General Notes – Applicable to ALL Clearances

1. The appearance of your various clearances/certificates may vary, particularly if you have older clearances that are still valid and do not need to obtain new ones at this time. Please pay careful attention to the examples provided at the end of this document to be sure yours matches one of the valid versions.
2. All documents must be delivered in one of two ways: saved as a PDF and emailed to clearances@shadysideacademy.org or printed, with all required information and watermarks clearly legible, and hand-delivered to the front desk at Bayard House on the Senior School campus.
3. Screenshots or photos of documents are **unacceptable under the law**. If you are unable to save as a PDF or to print clearly at home, contact us at clearances@shadysideacademy.org for instructions.
4. Always retain copies of all clearances for your own records.

PA Child Abuse History Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home> *If this is your first time on the site, complete steps 2-7. If you already have your login information, skip to step 8.
2. Choose “create individual 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. Choose “school employment” or “volunteer”, as appropriate, as the reason for your request.
11. Complete the application. Be prepared to enter every previous name you’ve ever used, every previous address at which you’ve ever lived, and every person with whom you’ve ever lived. They will accept partial information if you don’t remember all the exact details but missing information may delay processing.
12. Review your information and continue to the payment screen.
13. Enter your credit card information to **pay the fee** (if you are an employee – there is no cost for volunteers.)
14. Print and retain your confirmation.
15. You’ll receive an email when your request has been processed; login to your account to access your results.

FBI Criminal History Report

1. Go to <https://uenroll.identogo.com>
2. Enter the appropriate service code. NOTE: You **must** be accurate with your service code. We cannot legally accept a volunteer clearance for a paid employee.
 - a. EMPLOYEES: 1KG6V5
 - b. VOLUNTEERS: 1KG6Y3
3. Follow the site instructions to choose a location and schedule an appointment for your fingerprinting.
4. The confirmation screen will list the date, time and location of your appointment; identification documents you will need to bring, and the cost of the fingerprinting, which you will pay in person at the time of your appointment. There is a slightly reduced rate for volunteers.
5. Within a few days after completing your fingerprints, you should receive an email with your unofficial results.
NOTE: the link provided for your results is **valid once only and expires quickly** – please follow the link and download your results as quickly as possible. The results will be marked “unofficial;” the Academy must use this information to access your official results on a secure website.

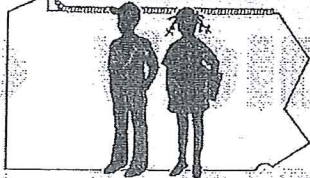
Approved Child Abuse Recognition and Reporting Training for Mandated Reporters

1. Go to [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id= 2 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21)
**If this is your first time registering for the course, complete steps 2-4. If you already have a user name and password, skip to step 5.*
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 likely need to disable the pop-up blocker in your browser in order to launch the course.
8. The course is presented in 10 sections; 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 approximately three 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.
11. Upon completing the course and the survey, enter your full name on the signature page.
12. Upon signing, your certificate will appear in the next window. Save/print it, and confirm that all information (particularly your name and that date) appears clearly on it.

PA State Police Criminal History

1. Go to <https://epatch.state.pa.us/>
2. Click the button for "Submit a New Record Check" if you are an employee, or "New Record Check (Volunteers Only)" if you are a volunteer.
3. Read and accept the terms and conditions.
4. On the next screen, choose "individual record check" and click "continue."
5. Enter your name, address, social security number, 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 fee** (if you are an employee – there is no charge for volunteers)
7. Print and retain your confirmation.
8. The next screen will show the control #, your name, the date of request and the status. In most cases, requests are processed immediately and the status will reflect a result. This is NOT your valid clearance certificate.
9. If your status shows a result, skip to step 14. If it shows "under review" or other language indicating that a result is pending, continue to step 10.
10. Print the screen showing your status, or write down your control #, your name exactly as it appears on the screen, and the date.
11. Wait a day or two and use the link above to return to the site. On the first screen, choose "Check the Status of a Record Check."
12. Enter the information you saved from the status screen on the date of your request. This will bring up the same status screen.
13. Repeat steps 11-13 as necessary until your results appear, then move on to step 14.
14. Double click the control number. The next screen will show expanded information and you will see "certification form" in blue type above a "back" button. **Double click "certification form."**
15. A pop-up screen regarding formatting may appear – click "ok" and your certification form (the final, valid document for submission) will appear.

24 HRS.
A DAY
ChildLine
FOR THE KIDS OF PA!



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Will have these
watermarks if older
and printed on
copy proof paper



Requester Name

VERIFICATION DATE: MM/DD/YYYY

Requester Address

SOCIAL SECURITY #: XXX-XX-Last 4 of SS #

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.



Must also have this seal
on this version.



ISSUED BY: Commonwealth of Pennsylvania
Department of Public Welfare
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
(717) 783-6211



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

00207366860010101

Requester Name

Requester Address

CERTIFICATION ID: XXXXXXXXXXXX

CERTIFICATION PURPOSE: EMPLOYMENT

VERIFICATION DATE: MM/DD/YYYY

SOCIAL SECURITY #: XXX-XX-NONE

DATE OF BIRTH: MM/DD/YYYY

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

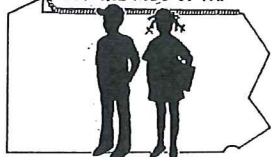
MUST have visible
legible watermarks
in this version

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



24 HRS.
A DAY
ChildLine
FOR THE KIDS OF PA



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Must have Childline
Logo

Requester Name

Requester Address

CERTIFICATE ID: XXXXXXXXXXXX

VERIFICATION DATE: MM/DD/YYYY

SOCIAL SECURITY #: XXX-XX-Last 4 of SS #

DATE OF BIRTH: MM/DD/YYYY

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.



MUST have Seal

ISSUED BY

Commonwealth of Pennsylvania
Department of Public Welfare
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.



Certificate of Completion

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements

3 continuing education hours

Presenter:

University of Pittsburgh School of Social Work, PA Child Welfare Resource Center
403 East Winding Hill Road, Mechanicsburg, PA 17055

Presented to:

Last Name, First Name

on the date:

MM/DD/YYYY



Provider Number:
CACE000004

CE Course Number:
PCW000001

A handwritten signature in black ink.

MaryRose McCarthy, Director
PA Child Welfare Resource Center

A handwritten signature in black ink.

Tracy Soeks, Director of Continuing Education
School of Social Work

PRINT

333 Market Street
Harrisburg, PA 17126-0333

[REDACTED]
PITTSBURGH PA 15238

UE ID: UZSV [REDACTED]

Dear [REDACTED]

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: www.education.pa.gov. The PDE's School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolService@pa.gov.

ICN E2018205000000268922

CIDN

OCA CHPA9110Z

DOB

MNU

SOC

SEX M RAC W HGT 508

TNIBT009Z MORPHO TRUST

WASHINGTON DC

2018/07/24

A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST

DATA.

CJIS DIVISION

2018/07/24

FEDERAL BUREAU OF INVESTIGATION

NOTE: The unofficial results letter is the preferred document for submission; however, there are other options should you miss the "window" to access/download it. In order to access your official results, the Academy requires your UEID Number, which can also be found on the confirmation page from your initial online registration, the receipt from the location where you obtained your fingerprints, and the email you received with the link to your unofficial results. Examples of all are below.

TNIBT009Z

MORPHO TRUST USA LLC

STE 100

1255 23RD ST NW

WASHINGTON,DC 20037



Status as of 05/09/2019

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 05/09/2019
UE ID: UZSV-[REDACTED]
Applicant: [REDACTED]
Service: 1KG6V5 - PDE-Private Schools
Estimated Amount Due: \$23.85

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card



Important!

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.

Legal Name must match exactly on all identification documents brought to enrollment.

1. Driver's License issued by a State or outlying possession of the U.S.

1KG6V5 - Pennsylvania PDE-Private Schools Appointment Details:

Pittsburgh, PA

[IdentoGO](#)

[3945 Forbes Ave](#)

[Pittsburgh, PA 15213-3507](#)

<https://maps.google.com/?q=40.44233,-79.95604>


[View Map \(https://maps.google.com/?q=40.44233,-79.95604\)](#)

Appointment Time:

06/17/2019 @ 11:00 AM

The enrollment center is located inside the UPS Store.

Please provide 24 hours notice when canceling/rescheduling an appointment.

 [Cancel Appointment](#)

 [Reschedule Appointment](#)

IdentoGO Center (4800131)
3945 Forbes Ave
Pittsburgh, Pennsylvania 15213-3507

IdentoGO

Date: 06/07/2019@02:53 PM

Customer:

UE ID:

UZSV

Services

PA - PDE-Private Schools \$23.85

SubTotal: \$23.85

Total: \$23.85

Payment

\$23.85

Amount Paid: \$23.85

Credit Card Authorization

By signing, I authorize IDEMIA and/or their agents to charge my credit card for service (s) performed and/or products purchased. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Signature

Service status is available at:
<http://uenroll.identogo.com>

We want to hear from you!

Tell us about your Identogo Enrollment Center Service

844.539.5541

[REDACTED]

From: PASafeCheck <status@dev.PASafeCheck.identogo.com>

Date: June 4, 2019 at 7:36:10 PM EDT

To: [REDACTED]

Subject: Background Check Complete

Reply-To: status@dev.PASafeCheck.identogo.com

Dear [REDACTED]

UEID: UZSV [REDACTED]

This email notice is being sent by the Commonwealth of Pennsylvania PASafeCheck system to notify you that the results of your criminal background check are ready for review. You may access this "unofficial" copy of the results letter securely by clicking on the following link and then entering the requested identifiers. Please note this link is available only for ONE time access only, and once accessed will no longer be valid. You should only access this link from a device that will allow you to download, print, or save your results at that time.

<https://pasafecheck.identogo.com/PASafeCheck/PaSafeCheckWeb.dll/main?cmd=pdocqa&docs=E573660075B057C05446557046A0658377A&dran=462222177&aac=WroZ6aHjMG3>

Once you have logged in (by using the Secret Answer you entered during pre-enrollment), you will only have one chance to access your results. Failed attempts to log in or failure to download results as needed will NOT allow additional opportunities for access.

Pennsylvania State Police1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110**Response for Criminal Record Check**

Requester Name

Requester Address

TELEPHONE Requester Phone #

TO WHOM IT MAY CONCERN:**THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:**Seal MUST be
visible and
legible!!!!

Name: Last Name, First Name

Date of Birth: MM/DD/YYYY

Social Security #: xxx-xx- Last 4 of SS #

Sex: Unknown

Race: Unknown

Date of Request: MM/DD/YY 03:11 PM

Purpose of Request: Employment

Maiden Name and/or Alias (1) (2)
(3) (4)***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE
ABOVE IDENTIFIERS - REFER TO CONTROL # R##### *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:**Corporal Bradley Timbrell, Acting Director**

Criminal Records and Identification Division

Pennsylvania State Police

DISSEMINATED BY: SYSTEM
05/05/2016 03:12 PM