

## REQUIRED CLEARANCES

**THIS PROCESS IS TO BE UTILIZED BY ALL EMPLOYEES, PROSPECTIVE EMPLOYEES, INTERNS, STUDENT TEACHERS, AND VOLUNTEERS.**

All prospective employees, interns, student teachers, and volunteers of York Academy Regional Charter School must obtain the following clearances prior to working or volunteering in the school. Clearances must be less than 1 year old at the time of hire or first time volunteering. In 2015, new clearance requirements go into effect requiring clearances be updated every 60 months. Additionally, a break in service from employment would require updated clearances. When obtaining clearances for employment with a school the purpose is "School Employment."

ACT 34 PA Child Abuse Clearance

Act 151 PA Criminal Clearance

FBI Federal Criminal History Clearance (Fingerprint Background Check)

1. **ACT 34 –PA State Police Criminal Record Check Instructions:** This can be completed online at <https://epatch.state.pa.us/Home.jsp>. Please be sure to select the appropriate type of clearance for educational institutions (School District). You will need a credit card for the \$22.00 fee. You may also choose to get this clearance solely for the purpose of volunteering in which case you would choose Volunteer instead of School District as the type of clearance. Volunteer clearances are free of charge, however, please be aware they can only be used for volunteering purposes and not for employment. In either case, verification should be obtained immediately. You will be asked to provide the District with the original clearance when you register as a volunteer or are newly employed.
2. **ACT 151- PA Child Abuse History Clearance Instructions:** Go to <https://www.compass.state.pa.us/CWIS>. You will need to create an account first. After creating your account, you will receive an email with your password in order to log in to the website and complete the clearance application. Please be sure to select the appropriate type of clearance for educational institutions- School Employee Governed by Public School Code. You will need a credit card for the \$13.00 fee. You may also choose

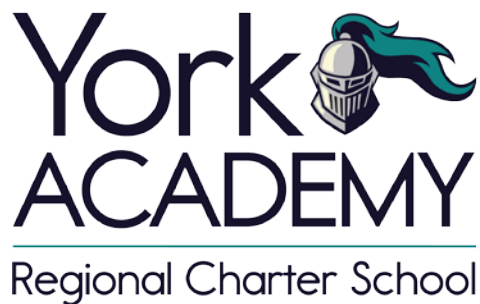
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to get this clearance solely for the purpose of volunteering in which case you would choose Volunteer instead of School District as the type of clearance. Volunteer clearances are free of charge, however, please be aware they can only be used for volunteering purposes and not for employment. In either case, verification can take up to 14 days and applicants can choose to receive notification via email. You will be asked to provide the District with the original clearance when you register as a volunteer

3. **FBI Federal Criminal History Clearance:** The fingerprint-based background check is a multiple-step process, as follows:

**Registration** - The applicant must register prior to going to the fingerprint site. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information. When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. The service code for public school employment is **1KG6XN**. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

**Payment** - The applicant will pay a fee of \$23.85 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to MorphoTrust will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

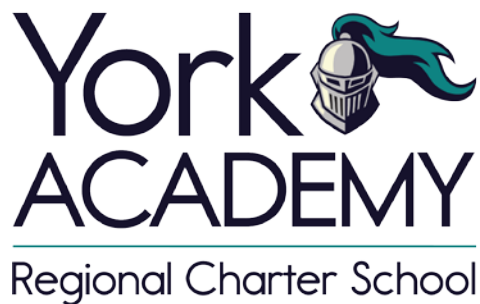
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**Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.

**Fingerprinting** - At the fingerprint site, fingerprint transaction begins with a review of the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at <https://uenroll.identogo.com>. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

**Report Access** – For the public schools to access the official report via the electronic system, applicants must provide their UEID to the hiring entity (as shown on the receipt provided after fingerprint capture). Applicants will receive an unofficial copy of their report for their records.

**Volunteers** - For prospective volunteers who have lived in PA for more than ten (10) consecutive years as an adult, you do not need to get your FBI Federal Criminal History Clearance (fingerprint background check), you have to just sign a Volunteer Disclosure Statement Form. For prospective volunteers who have lived in PA for less than ten (10) consecutive years as an adult, please follow the instructions above to also obtain an FBI Federal Criminal History Clearance. The service code for public school volunteer is **1KG6Y3**.

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