Required Clearances & Trainings for Teaching Artists

(Updated August 2019)

*This document will walk you through the process of obtaining the following **REQUIRED** clearances/trainings:*

1. **ACT 34: Pennsylvania State Police Request for Criminal Record Check**

2. **ACT 151: Child Abuse History Clearance**

3. **Act 114: Federal Background Check & FBI Fingerprinting**

4. **ACT 126: Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training**

http://keepkidssafe.pa.gov provides a good resource for understanding the clearance process.

CLEARANCE GUIDELINES

PCA teaching artists are required to maintain current clearances in accordance with Pennsylvania state law and school district policy. Clearances/certifications are a necessary step for ALL teachers, volunteers, & independent contractors working in the education field to help keep students safe from harm.

- **<u>PLEASE NOTE</u>:** Although some school districts require clearance renewal every 5 years, we, Cultural Alliance of York County (CAYC) **<u>REQUIRES</u>** you update your Act 34, Act 151, and Act 114 clearances **<u>ONCE A YEAR</u>** from the date they are issued – the only exception being the Act 126 "Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in PA training/certification" which is good for five years from the date issued/completed

- Clearance fees are the responsibility of the teaching artist. Keep your original paperwork and submit copies to The Cultural Alliance of York County (CAYC). Your clearances can be submitted to other organizations for related work.

- CAYC cannot recommend teaching artists for upcoming projects unless we have your up-to-date clearances.

- **<u>You cannot a begin residency until we have up-to-date clearances on file.</u>** Residency projects will be postponed until all clearances are received by CAYC. Postponement of a project does not ensure that it will be rescheduled and implemented at a later date.

- We cannot continually "chase after" teaching artists for clearances. Keeping up with your paperwork is a sign of professionalism and reflects your eagerness to continue working with CAYC as an Artist-in-Residence.

To officially submit your clearances to CAYC you may either:
-email digital copies (and/or questions) to Justin at aie@culturalyork.org
- or send hard copies to: Cultural Alliance of York County, Attn:
Justin Ayala, 14 W. Market St. York.

ACT 34: Pennsylvania State Police Request for Criminal Record Check

FEE: $22.00

START HERE: https://epatch.state.pa.us/Home.jsp

1. Scroll down and select "Submit a New Record Check"

2. Read Terms & Conditions and scroll to bottom. Click on "Accept."

3. Select "Individual Request" and click on "Ok"

4. Complete the form with your personal information. Reason for request is "Employment."

5. Review information. Click on "Proceed."

6. Complete the record check request form (much of this is the same info you just entered). Click on "Enter This Request" at the bottom.

7. Another new request form will appear but DO NOT COMPLETE unless you are checking multiple artists/people. Scroll to the bottom and click on "Finished."

8. Screen shows a complete list of all the artists/people you entered on the request form(s). Click on "Submit."

9. Click on "Checkout." Enter billing information. The site only takes credit cards for payment. Click on "Pay with Your Credit Card."

10. Verify billing information. Click on "Submit." Wait while being verified.

11. Screen with "Record Check Request Results" will show. On the left side of the chart, select the Control # beside your name.

12. Print screen that says "Record Check Details" for receipt of transaction. DO NOT STOP THERE!

13. Click on "Certification Form."

14. SAVE THE CERTIFICATION FORM ON YOUR ON YOUR COMPUTER. Print and mail OR scan and email your Certification Form to CAYC

ACT 151: Child Abuse History Clearance

FEE: $13.00

START HERE: https://www.compass.state.pa.us/cwis/public/home

1. Select "Create Individual Account" or if you already have an account, select "Individual Login" and skip to #6.

2. Read and select "Next."

3. Create a Keystone ID. Keep information for future use. You will need to renew this clearance each school year.

4. Check email for temporary password.

5. Read instructions. Open a new window using this Link to Act 151 and select "Individual Login."

6. Select "Access my Clearances"

7. Read and scroll down. Click on "Continue" found on the bottom right corner.

8. Login with ID and password.

9. If you are a new user and received a temporary password, you will be prompted to create a permanent password. Login again. This time use your ID and permanent password.

10. You may be prompted to verify your account and select whether you are using a private or public computer.

11. Select "Create Clearance Application"

12. Read, scroll to bottom, and click on "Begin"

13. Complete the application.

   Applicant purpose select: *"Individual 14 years of age or older who is applying for or holding a paid position as an employee of a program…"*

   They will ask you for past addresses and all household members who lived with you since 1975.

   Applicant Payment Page: When asked "Did an organization provide a code for your application?," select "No" and then click on "Make Payment." Enter payment details.

   Print screen that says "Your card has been charged" for receipt of transaction.

14. Results may take several days to come back. You should receive an email when results are ready, OR you can log in to the COMPASS portal and view the results there.

15. Save the file to your computer. **Print and mail OR scan and email the results to CAYC**

Act 114: Federal Background Check & FBI Fingerprinting

FEE: $23.85
START HERE: https://uenroll.identogo.com

1.   Enter **1KG6XN** as your Service Code. It is the PA Department of Education code for School Districts.

2. You will make an appointment at an Identogo location for your fingerprinting. Go to https://www.identogo.com/locations to find the closest fingerprinting location. You'll receive an email which contains your appointment time and specific **UE ID#**.

3. Note that you will need to bring a valid form of ID with you (Driver's License, State ID, US Passport, etc.) to the Identogo location. Check the site for a full list of accepted forms of identification.

4. After your fingerprinting session, you will receive a receipt from the location.

5. One-day to one-week after your appointment, you will receive an email from PA SAFE CHECK. It is imperative that you open this email on a laptop or desktop with access to a printer. If a printer is unavailable, please take a screenshot. Click on the link to view the unofficial report and print/screenshot the results. ***Once this link is clicked, you cannot access it again.*** **Please send a copy of the unofficial report to CAYA when received.**

ACT 126: Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training

FREE

START HERE: https://www.reportabusepa.pitt.edu

1. Create an account on the Pennsylvania Child Welfare Resource Center portal by clicking on "Registration" (at the top of the page next to the "Welcome" tab). Complete the registration form and submit.

2. Log into the training portal with your credentials.

3. The training course is approximately three hours long followed by a survey. Unfortunately, each slide is timed, and you cannot progress through it at your own pace.

4. After you the course, you will receive a certificate of completion. **Please print the certificate and send a copy to CAYC.**

5. This certificate is good for FIVE years.