Pennsylvania Website Links for Child Protective Service Laws – Employees

1. Pennsylvania State Police Criminal History website: https://epatch.state.pa.us
   a. "Submit a New Record Check" Employees - There is a $22 fee for requests made.
   b. Click "Accept" to accept the terms and conditions.
   c. Choose "Individual Request" since you will pay the $22 fee and be reimbursed.
   d. Select "reason" for request - employment
   e. Fill in the rest of the blanks with your information.
   g. You will need to print out the actual certificate at the end.
2. Pennsylvania Department of Human Services website:
   https://www.compass.state.pa.us/cwis/public/home
   a. read through the informational first page, and click "continue" at the bottom on the right.
   b. you will need to set up a username and password to log in to the site. (Please keep this on file as you may need to re-log in to access information at a later time)
   c. You will need to select "employment" or "education" as your reason for the clearance.
   d. Follow the prompts as it takes you through all of the names you have used, and places you have lived.
   e. This clearance will take a couple weeks to get back in the mail.
   f. Once you have the certificate, please bring a copy to the school to have on file.
3. Federal Criminal History Record website: https://www.IdentoGO.com
   a. Click on "digital fingerprinting."
   b. Select your state, and click "go."
   c. Re-click on "digital fingerprinting" and enter the service code "1KG6TR" for employees.
   d. Choose to **schedule** or **manage** an appointment and fill out the online application. You will need to select the location you wish to travel to by clicking on the drop down box available. You will also select a time slot.
   e. Your certification form will be mailed to your home, and you will need to bring a copy to the school office.
4. Mandated Reporting Certificate/Child Abuse Awareness: We are required to complete a minimum of three (3) hours of training every five years. Please log into the site listed below and print the certificate when you are done.
   www.reportabusepa.pitt.edu