Crawford Christian Academy Staff & Substitute Teacher Clearance List

There are three (4) required clearances:
1. Pennsylvania Child Abuse History Clearances - fee $13.00
2. Pennsylvania State Police Criminal Record Checks – fee $22.00
3. Mandated Reporter
4. Federal (FBI) Criminal Background Checks – fee $25.25

Pennsylvania Child Abuse History Clearances:
The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal. If you apply online, you can log into your account and print your clearance once it is processed. www.compass.state.pa.us/cwis. The Keystone ID number is the login that you create. If you have not already created one or cannot remember what your login is, please create a new one.

Pennsylvania State Police Criminal Record Checks:
The Pennsylvania State Police Criminal Record Check may be applied for online at the following website or you may print out a SP4-164 form: https://epatch.state.pa.us/Home.jsp.
Once you have completed your clearance request online and clicked submit, you will receive a control number that you will need to click to pull up your actual clearance. You pull up your clearance by clicking on the Control Number which will pull up your receipt. On the receipt page, there will be the words "Certificate Form" in the middle of the page. Click on the words Certificate Form and that will pull up your actual clearance. Print or Save or Both your actual clearance. Send a copy to the Personnel Office and make sure you have a copy for your records. Once you view your clearance, you are not able to view it again.

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

FBI Criminal Background Checks:
The Pennsylvania Department of Education utilizes IDEMIA to process finger print based FBI criminal background checks for prospective employees of public and private schools. Under Act 114 of 2006, ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system. This includes but is not limited to: Teachers, School Administrators, All Support Staff, Substitute Teachers, PIAA Sports Officials, School Bus Drivers, and Student Teachers.

The fingerprint-based background check is a multiple-step process, as follows:

Registration - The applicant must register prior to going to the fingerprint site. All applicants are required to complete pre-enrollment in the new Universal Enrollment system. The registration

website is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. 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, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. The Service Code for our school is **1KG6TR**. Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferable. 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.

Fingerprinting - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type 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.

Applicants will receive an unofficial copy of their report. However, the school is required to review the official CHRI online and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.
The Personnel Office requires the UEID # to be able to review the official clearance. This number is on your receipt or the first page of the unofficial report.