

Employment Clearance Procedure

Under the newly approved Child Protective Services Law, all employees that have direct contact with children are required to have the following clearances under this statute.

All clearances must be dated within the year of the start date. If they are over a year old, you must provide us with updated clearance.

- **Pennsylvania State Police** (PSP – Patch)
 - <https://epatch.state.pa.us/Home.jsp>
- **Child Abuse History Clearance** from the Department of Human Services (Child Abuse)
 - <https://www.compass.state.pa.us/CWIS>
You must create an individual account first
- **Act 126 training**. Please provide the certificate of completion.
 - <http://www.reportabusepa.pitt.edu/>
You must first register for Act 126
- **Fingerprint based federal criminal history submitted through the FBI** <https://uenroll.identogo.com> (code number to use is **1KG6XN**) **Employees** and **Volunteers**
Provide the receipt to the school so we can print out the clearance
- **Act 24** Arrest/Conviction Report and Certification Form (***must be renewed every year***)
- **Act 168** Sex Misconduct/Abuse Disclosure Release (***New Hirers***)

All of these clearances are valid for **Five (5) years** from the date of the clearance. These requirements are not unique to Crestwood School District; they are mandated by *Pennsylvania Department Education*.

**ALL HUMAN RESOURCE INFORMATION SHOULD BE EMAILED TO
THE FOLLOWING**

hrdept@csdcomets.org

