

REQUIRED CERTIFICATES INSTRUCTION

Required certificates (Act 34, Act 114 & Act 151) can be obtained by going to our website, www.smethportschools.com, and clicking on Departments then Human Resources.

PA STATE POLICE CRIMINAL RECORD CHECK (ACT 34)

- Anyone that is paid by the district must complete (\$22.00)
- Any VOLUNTEER (non-paid) can complete for free, must select *NEW RECORD CHECK-VOLUNTEERS ONLY*
- Results are usually immediate. Print Certification Form.

FBI FINGERPRINT (ACT 114)

- Must register through the IdentoGo website through **Pennsylvania Department of Education - PDE** (not through the Department of Public Welfare-DPW) if you are paid by the district (\$23.85)
- Service Code: **IKG6XN** for employment.
- Print Registration Receipt and proceed to a fingerprint collection site for processing (IU9). Remember to take photo ID. Must be paid with a credit card or business check (no cash or personal checks will be accepted).
- Receipt can be turned in with other clearances at the District Office
- Any VOLUNTEER (non-paid) may complete an Affidavit and have it notarized in place of the Act 114 FBI Fingerprint certificate (\$5.00 notary fee & there is a notary located in the District Office) UNLESS you have not lived in the Commonwealth of PA during the previous ten (10) year, in which case, you would need to complete the Act 114 through IdentiGo and pay \$23.85)

CHILD ABUSE HISTORY CLEARANCE (ACT 151)

- Anyone that is paid by the district must complete (\$13.00)
- Must *Create Individual Account* through *Compass* which is through the *Pennsylvania Child Welfare Information Solution*. You will create a Keystone ID, which will be your Username. They will then email you a temporary password. Re-login and change the temporary password to your own.
- Purpose of Certification – should be “School employee **governed** by the Public School Code”.
- This process could take 7-10 days to get results returned. Once you receive an email when your clearance has been completed, login and print it out and turn in to the District Office.
- Any VOLUNTEER (non-paid) can complete for free, must select first item that states: *VOLUNTEERS HAVING CONTACT WITH CHILDREN: APPLYING FOR THE PURPOSE OF VOLUNTEERING AS AN ADULT FOR AN UNPAID POSITION AS A VOLUNTEER WITH A CHILD-CARE SERVICE, A SCHOOL OR A PROGRAM, ACTIVITY OR SERVICE, AS A PERSON RESPONSIBLE FOR THE CHILD’S WELFARE OR HAVING DIRECT VOLUNTEER CONTACT WITH CHILDREN.*

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Required Certificates Instruction cont.

SEXUAL MISCONDUCT / ABUSE DISCLOSURE (ACT 168)

- Must be completed by current employer and any employer that the applicant had the possibility of care, supervision, guidance, or control of children or routine interaction with children.
- Applicant must enter current or former employer in the top section
- If self-employed, enter name of company, check “No applicable employment” and list “Self-employed”
- Applicant completes Section 1 and answers the questions on the back of the sheet, sign, and date whether or not you have a current employer, self-employed, or no applicable employment.
- Applicant then sends to current/former employer for them to complete Section 2 of the form.
- **THE EMPLOYER THEN HAS TO MAIL OR FAX IT BACK TO THE SUPERINTENDENT'S OFFICE. THE APPLICANT CANNOT BRING IN THE COMPLETED FORM, IT MUST COME FROM THE EMPLOYER DIRECTLY.**

ARREST/CONVICTION REPORT & CERTIFICATION FORM PDE-6004 (ACT 24)

- All current & prospective employees must complete
- Applicant provides written reporting of any arrest or conviction for an offense listed on the form
- Applicant provides notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law
- Applicant provides written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense on the list

RECOGNIZING & REPORTING CHILD ABUSE (ACT 31/126)

- Free online training must be completed as mandated by PDE
- Go to www.reportabusepa.pitt.edu and register
- Once completed, print out certificate and file with the Superintendent's Office

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**ALL PAPERWORK MUST BE COMPLETE BEFORE AN APPLICANT CAN BEGIN EMPLOYMENT.**

**IF YOU SHOULD HAVE ANY QUESTIONS WITH ANY OF THESE FORMS,**

**PLEASE CONTACT CRYSTAL WOODARD AT 887-5543.**