

DIRECTIONS FOR PA CLEARANCES (REQUIRED BY OTTO-ELDRED SCHOOL DISTRICT)

CRIMINAL RECORD CHECK (ACT 34)

Pennsylvania Access To Criminal History (PATCH)

1. Click on (Ctrl/Click): [Pennsylvania Access to Criminal History \(PATCH\) Web Site](#)
2. **Choose:** Submit a New Record Check (in grey)
3. Scroll down Terms/Conditions Page, **Click** Accept
4. **Choose:** Individual Request
5. Results will be immediate

Fees:

\$22.00, Employees

Free, VOLUNTEERS ONLY

PA CHILD ABUSE HISTORY CLEARANCE (ACT 151)

A Child Abuse Clearance can be obtained through the [Child Welfare Portal](#).

1. Click on (Ctrl/Click): [Child Welfare Portal](#)
2. **Choose:** Individual Login (if you already have a Keystone ID/Password)
3. **Choose:** Create Individual Acct (if you don't have a Keystone ID/Password)
 - a. **Keystone ID's are NOT your PPID.**
4. To Complete this Clearance you will need:
 - a. Addresses you've lived (since 1975) such as: City, State
 - b. Names of Individuals you've lived with (since 1975) & their ages
 - c. List at least one Parent/Guardian (even if they're deceased) & their last current age
5. Results will be available in approximately 1 week.

Fees:

\$13.00, Employees

Free, VOLUNTEERS ONLY

FINGERPRINTING-FBI REPORTS (ACT 114)

1. Click on (Ctrl/Click): <https://uenroll.identogo.com/>
2. Enter Service Code: **1KG6XN** and click **Go**
3. **Click** on Schedule or Manage an Appointment and follow directions.

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Once registered, make an appointment online.

Fee will need to be paid at the location (with CC only): Approximately **\$28.75**

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SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)

ALL current and former employers that had direct contact with children need to complete the "Sexual Misconduct/Abuse Disclosure Release" form.

- Obtain this form from Mrs. Strait in the District Office.
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ARREST/CONVICTION DISCLOSURE RELEASE (ACT 24)

ALL current and former employers that had direct contact with children need to complete the "Arrest/Conviction Disclosure Release" form.

- Obtain this form from Mrs. Strait in the District Office.
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REQUIRED TRAININGS

Below are links to required trainings. Employees can sign up individually. Completed certificates should be sent to Mrs. Strait in the District Office.

Child Abuse Awareness Training-3hrs (ACT 126):

- <https://www.reportabusepa.pitt.edu/>
- Register or login, then follow instructions

Suicide Awareness Training:

- <http://sptsuniversity.org/>
- Register or login, then click on the link that reads 'National Version: Making Educators Partners in Youth Suicide Prevention: Acts on Facts'