

OTTO-ELDRED SUBSTITUTE REQUIREMENTS

Application:

All Substitute Teachers **MUST** complete an application and mail/email to Mrs. Strait at the District Office.

Transcripts:

All Substitute Teachers **MUST** request to have their sealed transcripts mailed/emailed to Mrs. Strait at the District Office.

Emergency Cert:

All Substitute Teachers **MUST** apply for an emergency permit from the Pennsylvania Department of Education (PDE) before subbing.

To apply for the permit please do the following:

- Go to the PDE (TIMS) website at <https://www.education.pa.gov/Educators/Certification/Application/Pages/default.aspx>
- Click on the link where it says **Visit this page to Login to TIMS**
- Register and create a login id (sometimes they need 24 hours before the system will allow you to apply for an emergency permit.)
- Apply for an emergency permit (it should be called a day-to-day substitute emergency certificate).

Clearance Requirements:

CRIMINAL RECORD CHECK (ACT 34)

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

PA CHILD ABUSE HISTORY CLEARANCE (ACT 151)

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)
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

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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

SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)

ALL current and former employers that were school entities and/or where the applicant 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.

ARREST/CONVICTION DISCLOSURE RELEASE (ACT 24)

ALL current and former employers that were school entities and/or where the applicant had direct contact with children need to complete the "Arrest/Conviction Disclosure Release" form. Obtain this form from Mrs. Strait in the District Office.

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.

ACT 126 Child Abuse Awareness Training (Part 1 & 2)-3hrs:

- <https://www.reportabusepa.pitt.edu/>
- Register or login, Click 'access your course', Click to Launch Course

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

- <https://pdesas.org/>
- Register or login
- Under 'Tools' (top right), Click 'PD Center'
- Register for 'Act 126: Teacher Track Educator Discipline'
- Click 'PD Center', Click on 'Teacher Track Educ Discipline', Click 'Options', Go to Classroom
- Follow ALL steps

ACT 71 Suicide Awareness Training-4hrs:

- <https://pspalearning.com/suicide-prevention-for-educators/>
- Register or login
- Click on the link that reads 'Suicide Prevention for Educators'
- Click on '#1 (Suicide Prevention 101)'
- Continue with all 8 Courses