

# OTTO-ELDRED SUBSTITUTE REQUIREMENTS

## **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)
  - 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**

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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 TRAINING

Below is a link to the required training. Employees can sign up individually. Completed certificate 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