

PDE Required Background Checks and Clearances

Directions for how to apply

The information below is related to Background Checks/Clearances for:

1. Pennsylvania Child Abuse History Clearances (CY113) – Act 151
2. Pennsylvania Criminal Record Checks (SP4-164) – Act 34
3. Federal Bureau of Investigations (FBI) Criminal Background Checks – Act 114
4. *Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release – Act 168
*(*This is for new applicants only as of Jan 2015)*

1. Pennsylvania Child Abuse History Clearance Instructions

Online Submission

The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account.

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Paper Submission

Paper forms may also be submitted. Mail completed form to the address listed below. Visit the Department of Human Resources website to obtain a form and directions:

<http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/index.htm>

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

2. Pennsylvania State Police Criminal Record Check Instructions

Online Submission

Applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

Paper Submissions

Applicants may also use [Form SP4-164](#), Pennsylvania State Police Request for Criminal Record Check.

1. Applicant must secure Form SP4-164 from the [Pennsylvania State Police](#) web site.
2. Send the REQUEST FOR CRIMINAL RECORD CHECK with payment to the following address: Pennsylvania State Police Central Repository-164,1800 Elmerton Avenue, Harrisburg , PA 17110-9758

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

3. Federal Bureau of Investigation (FBI) Criminal Background Check Instructions

The Pennsylvania Department of Education utilizes Cogent Systems to process finger print based FBI criminal background checks for prospective employees of public and private schools. Under Act 114 of 2006, ALL prospective school employees, school contractors and student teachers are to use the Pennsylvania Department of Education system. This includes but is not limited to: Teachers, School Administrators, Substitute Teachers, Teaching Assistants, PIAA Sports Officials, School Bus Drivers, and Student Teachers.

Applicants may register online at: www.pa.cogentid.com/index_pde.htm

Applicants must register online prior to going to the fingerprinting site. When registering, be sure to select your clearance through the Pennsylvania Department of Education (**not** the Pennsylvania Department of Human Services).

During the registration process, applicants check a box to confirm that school entities are authorized to review their official report electronically. Applicants must present their **Registration ID** to the hiring entity. Applicants will receive a paper copy of their CHRI report. The paper copy will not be regarded as the official report; but, it will provide an applicant with a copy of the information that the school administrator will see when the report is reviewed online. The applicant may

share the paper copy of the CHRI with prospective employers. However, the school is required to review the official CHRI online.

For more information regarding Act 114, and background check requirements for public schools, private schools and student teachers go to the Pennsylvania Department of Education website or contact the Pennsylvania Department of Education at <http://www.education.pa.gov>.

4. Commonwealth of PA Sexual Misconduct/Abuse Release (For new applicants only effective January 2015)

Under Act 168, in addition to satisfying pre-existing employment requirements under the Public School Code of 1949 and 23 Pa.C.S. §§ 6354-58 (the Child Protective Services Law), a hiring entity must require an applicant for any position in which there is direct contact with children to complete Section 1 of the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release form for all employers that fall within the following categories:

- (1). The applicant's *current employer* (regardless of whether the employer was a school entity and/or where the applicant had direct contact with children);
- (2). All former employers of the applicant *that were school entities*; and
- (3). All former employers where the applicant was employed in a position *where he or she had direct contact with children*.

Note that the applicant must fill out a separate Sexual Misconduct/Abuse Disclosure Release form for each employer that falls within the above-listed categories. The applicant is not required, however, under Act 168 to disclose current or previous volunteer positions. The applicant must also consent to the current/former employer's disclosure of any information regarding abuse and/or sexual misconduct. Under Act 168, the hiring entity is prohibited from hiring an applicant for a position involving direct contact with children unless the applicant provides the required information on the form and consent.

Forms and detailed information can be found on the PA Department of Education website at <http://www.education.pa.gov>.

Commonwealth of Pennsylvania's Sexual Misconduct-Abuse Disclosure Release:

<http://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>

