

MANDATORY CLEARANCES - HR Info Sheet

The Commonwealth of Pennsylvania has passed legislation designed to better protect the children of Pennsylvania. The legislation requires certain background clearances for employees who may have direct interaction with children under the age of 18.

Applicants offered a position for employment must have all the clearances listed below completed before they will be assigned any courses or responsibilities requiring direct interaction with children under the age of 18. Applicants should check with their hiring manager to confirm that all these clearances are completed and received by the Human Resources department.

Background Check Component	Comments
FBI National Screen w/Fingerprinting	<ul style="list-style-type: none"> • Must follow PA Dept. of Human Services process via https://www.identogo.com (Use service code 1KG756; if you will be working in one of our Children's Centers, use service code 1KG738). • Candidate is responsible for any fees. • If candidate has valid clearances that may be transferable-candidate must confirm with Human Resources.
PA Child Abuse	<ul style="list-style-type: none"> • Must follow PA Dept. of Human Services process via https://www.compass.state.pa.us/cwis/public/home (not governed) • Candidate is responsible for any fees. • If candidate has valid clearances that may be transferable-candidate must confirm with Human Resources. PA Dept. of Education clearances will NOT be accepted.
PA State Police	<ul style="list-style-type: none"> • Submit request through PA State Police at https://epatch.state.pa.us. • Click on SUBMIT A NEW RECORD CHECK. Do NOT use Volunteer Option. • Candidate responsible for nominal fee.
Other Core Background Screen Elements	<ul style="list-style-type: none"> • Candidate will receive consent form via HireRight.