

Clearances Information & Process

The following three clearances are required for employment with the Central Susquehanna Intermediate Unit/Center for Schools and Communities for all positions.

FBI Background Fingerprint Clearance – Act 114 (includes an unofficial copy that will be mailed to your home address) \$27.00 fee

- Interviews will NOT be scheduled without a current clearance
- You must be registered with the Cogent System prior to arriving at the fingerprinting location
- Only PDE approved entities that are required to review applicant criminal histories will be given access to the fingerprinting results, CSIU/CSC is an approved entity

Registration

Register through **PA Department of Education** at www.pa.cogentid.com/index_pdeNew.htm

- Registration involves collecting pertinent demographic information that is required by law from each applicant
- During registration you will be able to pay electronically for your background check or choose to pay by check or money order at the fingerprinting location on the day of fingerprinting

Fingerprinting

Take the following documents with you to the fingerprinting location:

- Registration receipt (go to Proof of Transactions to print your receipt)
- Required form of photo ID (such as a state issued driver's license, state ID card, passport, etc.).

Note: there is no need to pay for a Proof of Submission Form; the unofficial copy that will be mailed to your home address, functions as such.

Submitting Your Clearance

Email your unique applicant information (number starts with PAE)

- Send email to: cscresume@csc.csiu.org
- Subject line: <Your last name> – PAE Number Enclosed
- Body of email: your PAE number and the date that you were fingerprinted

Pennsylvania Child Abuse Report - Act 151

\$8.00 fee

- Employment will not be offered without the results

Preferred Method for Obtaining Clearance – Online Submission

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.

You will need the following:

- Addresses where you have previously lived since 1975
- Names of all individuals with whom you have lived since 1975 (includes, but is not limited to, your parents, guardians, spouses and/or siblings)
- Any previous names you have used or have been known by
- Credit/Debit Card information for an \$8.00 application fee (or a payment code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Clearance)

Go to www.compass.state.pa.us/cwis/public/home and follow the instructions.

- The reason for applying is “School Employment”
- Upon completion, check your results and print the certificate
- Submit certificate (see instructions below)

Note: You can start your application and do not have to finish it the same day. When you save your application it will be available in your account for six months from the date created.

Secondary Method for Obtaining Clearance – Paper Submission

Clearance results will be mailed to you. It can take up to six weeks from the date that the clearance is received at the office of Childline and Abuse Registry, for you to receive the results.

Go to www.compass.state.pa.us/cwis/public/home and follow the instructions.

Mail your completed Act 151 application (signed and dated) with an \$8.00 money order to:

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

Submitting Your Clearance

Scan your record and submit via email to:

cscresume@csc.csiu.org

Subject line: <YOUR LAST NAME> – Act 151 Results

OR

Make a copy for your records and send the original to:

Administrative and Project Manager
Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011

The Pennsylvania State Police Request for Criminal Record Check - Act 34

\$8.00 fee

- Employment will not be offered without the results
- Send your printed results report to the Center

Method for Obtaining Record Check

Payment only possible with credit card; results will not be mailed

- Go to epatch.state.pa.us/Home.jsp
- Follow the instructions
- When no record is found, the clearance will be processed and the record will be immediately available to you

Retrieve Your Record

Click on:

- Record Check
- Your control number
- Certification Form

Submitting Your Record

Scan your record and submit via email to:

cscresume@csc.csiu.org

Subject line: <YOUR LAST NAME> – Act 34 Results

OR

Make a copy for your records and send the original to:

Administrative and Project Manager
Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011