

Obtaining Clearances:

Pennsylvania Child Abuse History Clearance: Attached is the form to complete and return to the Pennsylvania Department of Public Welfare (see address on form) with a money order. Or if you would like, you can process this clearance online at <https://www.compass.state.pa.us/cwis/public/home> and receive the clearance. This clearance is currently \$8.00.

Pennsylvania Criminal Record Check: Attached is the form to complete and return to the Pennsylvania State Police (see address on form). Or if you would like, you can process this clearance online at [Pennsylvania Access To Criminal History - Home](#) and receive the clearance. This clearance is currently \$22.00.

FBI Federal Criminal Record Check Instructions: As of April 1, 2007, under Act 114 of 2006, public and private schools have been required to review federal criminal history record information (CHRI) records of all prospective employees and independent contractors who will have contact with children. The review of CHRI reports is required prior to employment, and includes **ALL** student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including volunteers and independent contractors and their employees and bus drivers, who have contact with children. This clearance is currently \$22.60.

The Process

The fingerprint-based background check is a multiple-step process:
UEID for Act 114 – [Link to start fingerprinting process](#)

1. Follow the link to Identogo to schedule a fingerprinting appointment and submit payment.
2. Take required Identogo documentation and acceptable form of ID to one of the listed Enrollment Centers for fingerprinting.
3. [Information on Federal Criminal History Background Checks](#)
4. Once the entire process has been completed, the Federal results will be available for Upper Bucks County Technical School to review online within a few days.

Arrest/Conviction Report and Certification Form: Attached is the arrest/conviction report and certification form (Act 24 of 2011 and Act 82 of 2012). Please fill out the attached form and return it.

Total Cost of Clearances: \$52.60