Presbytery of Huntingdon Employees Applying for Clearances - Revised 6/2020
www.keepkidssafe.pa.gov/resources/clearances

Act 34 Pennsylvania Criminal History Check - every 5 years

This is an online procedure; Cost is $22.

Click https://epatch.state.pa.us/Home.jsp

Go to "Submit a New Record Check." Follow the online instructions. Note: You may have to use Internet Explorer or Microsoft Edge as your browser.

When your results have processed, record your control number for future reference. Click on the control number to access your official clearance.

The clearance certificate will not be available again after you view it. Print and save the certificate immediately.

Please submit a copy of the certificate to the presbytery and church and keep a copy for your records.

CY113 Pennsylvania Child Abuse History Check - every 5 years

This is an online procedure; Cost is $13.

Click https://www.compass.state.pa.us/cwis/public/home

Create an account or log in to an existing account. You will need an email address to create an account.

Follow the online instructions. You will receive an email with a temporary password to use with your Keystone ID.

In order to log in, click "Access My Clearances" to be directed to log in page. Then, "Create a Clearance Application."

For Application Purpose, select "Regular contact with children."

You will receive an email to confirm your submission and an email once results have processed.

Record your e-Clearance ID so you can access your results again. Put it somewhere you can find in five years! Print and save your certificate.

ALTERNATE SOURCE

Click: www.keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm

The PA Child Abuse History clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal. Submitting an application online allows individual applicants to receive their results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.

Please submit a copy of the certificate to the presbytery and church and keep a copy for your records.

Act 114 FBI Criminal History Report - every 5 years

You must be fingerprinted. Cost is $23.85. You must register prior to fingerprinting. Register at https://uenroll.identogo.com/   You will need a service code: Use **1KG738**. You will receive a confirmation number. Record your confirmation number.

Fingerprinting locations are listed online. On the day of fingerprinting, take:
- valid driver's license or another approved photo ID
- your confirmation number

Your results will be mailed to you. Please submit a copy of the report to the presbytery and church and keep a copy for your records.

Mandated Reporter Training - every 5 years

This training is for all volunteers and employees who work with children/youth weekly and/or overnight.
This training is MANDATED for all employees, including ministers, RECOMMENDED for volunteers.
Most volunteers are mandated (required) to report child abuse under the new law.
Training will: 1) define mandated reporters vs. permissive reporters (those who choose to report)
2) teach procedure for reporting suspected child abuse
This is free online training designed to take 3 hours. Go to www.reportabusepa.pitt.edu.

Upon completion of the online training, a certificate is available to download. Please submit a copy of the report to the presbytery and church and keep a copy for your records.