

CLEARANCE PROCEDURE FOR EMPLOYMENT

FAIRVIEW SCHOOL DISTRICT

It is state law that before anyone can work within a school system, you must acquire three separate clearances:

1 PA CRIMINAL HISTORY CLEARANCE (Act 34): *Can be obtained 2 ways:*

VIA THE INTERNET: (for instant results) @ <https://epatch.state.pa.us>

- Fee is \$10 with credit card.
- A printable certificate can then be printed out for all "No Record" responses. (If it shows up as an "Under Review" response, it will be updated to "No Record" or "Record Found" within two weeks and sent through the mail.)

OR

VIA THE U.S. MAIL: (3-4 weeks for results).

- Fee is \$10 with money order (no personal check).
- Follow directions on form.
- Bring **ORIGINAL** form to the Central Administration Office Secretary for a file copy.

2 CHILD ABUSE HISTORY CLEARANCE (Act 151):

- MUST BE SENT IN THE U.S. MAIL:** (3-4 weeks for response).
- Fee is \$10 with money order (no personal check) .
- Follow directions on form.
- Bring **ORIGINAL** to the Central Administration Office Secretary for a file copy.

3 FBI FEDERAL CRIMINAL HISTORY – FINGERPRINT (Act 114):

- YOU MUST PRE-REGISTER PRIOR TO GOING TO FINGERPRINT SITE!**
This may be done @ www.pa.cogentid.com or by calling 1-888-439-2486 (M-F 8 am-6 pm).
- Fee is \$36 paid via debit or credit card when paying on-line. You will be able to print out a receipt with a "Registration I.D. Number". Money orders and cashiers checks made out to Cogent Systems are accepted at the sites.
- Take this receipt with you to the fingerprint site of your choice. There are **two** approved locations for fingerprinting listed below.
- Your **Registration I.D. Number** (begins with "PAE") must be given to Julia, the Central Administration Office Secretary (814-474-2600, ext. 0) who will be able to get an original on-line printout of your results within 24-48 hours after your printing.

1

**NORTHWEST TRI-COUNTY
INTERMEDIATE UNIT #5**
252 Waterford Street
EDINBORO
814-734-5610 or 800-677-5610
(M-F) 8:30-12:00 & 12:30-4:00

2

**ERIE COUNTY VO-TECH
SCHOOL**
8500 Oliver Road
ERIE
814-464-8600, ext. 6
(M- F) 9:00-3 pm

OR

- Originals should be retained by the applicant. They are valid for one year after issuance.