

EMPLOYEE CLEARANCES AND PRE-EMPLOYMENT TRAINING

All school district employees are required to renew clearances every 5 years. See links below to access clearance applications.

All forms can be completed online with a credit card. Child Abuse Clearance also offers a paper form.

Required Forms	Additional Information
(Click on the name to access the form)	
PA Criminal Record Check - (Act 34) Clearance Information (SP4-164)	PA Criminal Background Check Application Instructions
A Child Abuse Clearance Electronic Form (Act 151) or Child Abuse Clearance Paper Form	Child Abuse Clearance Application Instructions
PDE Online Federal Criminal Record Check (fingerprinting)	FBI Clearance Instructions

	*When registering for FBI fingerprinting, use Service Code 1KG6XN
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In addition to the clearance requirements above all employees are required to complete the following prior to start of employment as outlined below related to your position.

All employees must complete the Act 126 Child Abuse Recognition and Reporting, as well as completing the Professional Ethics and the Educator Discipline Act.

You must submit **BOTH** certificates (one from each training. Instructions for both are below:

The **Child Abuse Recognition & Reporting training** can be completed at www.reportabusepa.pitt.edu.

AND

The Professional Ethics & the Educator Discipline Act training can be completed at pdesas.org. You must create an account first before you can access the courses, go to <http://pdesas.org/> to create a new account if you don't already have one. Once you have an id and password, you can log in. Once logged in, in top right corner is "*Your Name's*" *SAS Tools*" which is a drop down menu. Click on menu and choose "PD CENTER". Once on that page click "Menu" in top right and choose "COURSE CATALOG/REGISTRATION". Click the Act 126 box on left side, and then choose appropriate track (Admin, Staff, or Educator) and register. Once registered, you may complete the course.

Act 71-Suicide Prevention Training-Free

(Educators working with grades 6-12 only)

Training can be completed online at <http://pspalearning.com> , choose "Suicide Prevention for Educators" , register and proceed with the course.