

Required Hiring Information

There are mandatory clearances/forms that must be obtained prior to working in the Freedom Area School District.

Act 34-PA Criminal Record History - \$22.00 (subject to change)(free for volunteer)

This clearance can be obtained online if you go to. You may <https://epatch.pa.gov/home> apply online or download the form for submission. The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response. PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972) *Volunteers: Please indicate "VOLUNTEER" in the Reason for Request section.*

Act 151 PA Child Abuse History - \$13 (subject to change) (free for volunteer)

This clearance can be obtained online at www.compass.state.pa.us/CWIS . You may apply online or download the form for submission. *Volunteers: Please indicate "SCHOOL" in the Purpose of Clearance section.*

Act 114 FBI Federal Criminal History (Fingerprints) - \$25.25(subject to change)

The fingerprint-based background check is a multiple-step process, as follows:

Step One: Register online at www.uenroll.identogo.com or by calling 1-844-321-2101. **Code: 1KG6XN**

Step Two: Go to an approved fingerprint site to be fingerprinted. A complete list of approved locations can be found at www.uenroll.identogo.com.

Step Three: Once you have been fingerprinted, provide the UEID number to the FASD via e-mail at leldridge@freedomarea.org .

When registering, you will need to provide the code **1KG6XN** . When asked which state, select Pennsylvania, when asked to choose an agency – select PDE, and when asked to pick reason – select PDE-School District. (It is important to pick the correct options in order for the School District to obtain your results).

Act 126

Act 126 consists of completing mandated 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.

Act 24 Arrest and Conviction Report-Free-EMPLOYEES ONLY

This form is available on the District website at www.freedomareaschools.org. It is in the *Employee Only* and *Employment* sections.

Act 168 of 2014-Sexual Misconduct/Abuse Disclosure Release-Free THIS IS FOR NEW HIRES ONLY

This form must be completed for your current employer **AND** for any other place of employment where you had direct contact with children. It is available on the District website at www.freedomareaschools.org in the *Employee Only* and *Employment* sections. Please complete the information and submit to Payroll. They will forward to employers for completion.