

## **Required Hiring Information**

There are mandatory clearances/forms that must be obtained prior to working in the Freedom Area School District. Certain volunteers are also required to get clearances. The needed information and necessary steps to obtain it are available here:

### **Act 34-PA Criminal Record History - \$8.00 (free for volunteer)**

This clearance can be obtained online if you go to [epatch.state.pa.us](http://epatch.state.pa.us). You may apply online or download the form for submission. *Volunteers: Please indicate "VOLUNTEER" in the Reason for Request section.*

### **Act 151 PA Child Abuse History - \$8.00 (free for volunteer)**

This clearance may be obtained online at [www.compass.state.pa.us/CWIS](http://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) - \$24.25 as of April 2017**

This clearance must be obtained through an approved provider. The Beaver Valley Intermediate Unit (BVIU) is one such entity. You must register online [www.cogentid.com](http://www.cogentid.com) or via telephone (1-888-439-2486) prior to getting your fingerprints taken. Please make sure you register under "**Pennsylvania Department of Education-PDE**", not "*Pennsylvania Department of Public Welfare-DPW*" or "*Pennsylvania Department of Banking-DOB*" or "*Pennsylvania Department of Transportation*". You will receive a receipt with the PAE number. The PAE number must be submitted to Linda Eldridge, Payroll Coordinator, for processing. Instructions are included.

### **Act 126-Mandated Reporter Training-Free**

This training must be completed by all employees of the District. Access this training at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).

### **Act 24 Arrest and Conviction Report-Free**

This form is available on the District website at [www.freedomareaschools.org](http://www.freedomareaschools.org). It is in the *Employee Only* and *Employment* sections.

### **Act 168 of 2014-Sexual Misconduct/Abuse Disclosure Release-Free**

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](http://www.freedomareaschools.org) in the *Employee Only* and *Employment* sections.