



BMS New Employee Information

Clearances – New employees must get all new clearances

Act 34 – Criminal History can be done online at <https://epatch.state.pa.us/Home.jsp>.

Act 151 – Child Abuse Clearance – must be mailed in with a money order. A same-day clearance can be obtained at the Verification Unit in Harrisburg. Directions can be obtained by calling (717) 783-6211. You can also submit online at: <https://www.compass.state.pa.us/CWIS>. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Act 114 – FBI Fingerprint Clearance – you must register prior to getting your fingerprints done. Information can be found at: <https://www.identogo.com> or on the Pennsylvania Department of Education website at: www.education.pa.gov and searching ‘federal criminal history background checks.’ *The service code for BMS (non-public) is 1KG6TR.*

Affidavit (PDE-6004) – An affidavit may be completed by a new hire if all clearances are not available upon hire and is valid for 90 days. Employee cannot work alone with children until all clearances are obtained. Copies of applications for clearances not yet obtained must be submitted with the Affidavit.

Act 168 Form/Release – a release form signed by the Applicant and sent to current employer and all relevant past employers.

Act 126- Child Abuse Recognition and Reporting Act. We require all school personnel to complete Mandated Reporter Training and provide proof of completion. Information and the PDE approved training is available online at: <https://www.reportabusepa.pitt.edu>.

Employee is responsible for the cost of all clearances.

Guidelines: Employees must obtain updated Acts 34, 151, 114, and 126 clearances every five years. The date the employee must go by is the expiration of the oldest clearance.