**ALL CLEARANCES MUST BE WITHIN THE YEAR OF PLACEMENT**.

**PA Child Abuse** <https://www.compass.state.pa.us/cwis/Public/home>

* Reason: Employment
  + Employee Governed by Public School Code
* Must be within 12 months per district requirements

**PA Criminal Background** <https://epatch.pa.gov/home> (This is the STATE background check)

* Reason: Employment
* Must be within 12 months per district requirements

**FBI\*** <https://uenroll.identogo.com/> (This is the FEDERAL background check)

* **Department of Education ONLY**
* **Service Code: 1KG6RT (You MUST have fingerprints re-scanned if you only have Department of Human Services)**
* **MUST BE COMPLETED IN PENNSYLVANIA**
* Must be within 12 months per district requirements
* **Two pages (1st and 2nd) MUST be submitted to be valid**
* **Completing the digital scanning – is more time efficient**
* **You can only open the email once so please download to your desktop and send the printout that has the UEID: letter/numbers to Kim Birch @kmb38.psu.edu so that she can open and put in your file.**

**Mandated Reporter (within 12 months)**

* <https://www.reportabusepa.pitt.edu/>

**Guest Host form** (per placement)

**Emergency Contact Form** (per placement)

\*\*A total of seven pages (6 documents) should be uploaded to your folder!\*\*