

All persons volunteering or employed who are in direct contact with students from the Academy must submit all necessary clearances. ACT 153 became effective December 31, 2014, which requires that ALL clearances (state, child abuse, and federal) must be updated every 3 years.

1. For State Criminal (Act 34):
  - \$22.00 fee; requires a credit card; you do NOT need to register as a user
  - Go to <https://epatch.state.pa.us>
  - Under "Credit Card Users", click on Submit a new record
  - Follow given instructions through the process
  - Once you've submitted payment information, you can view queued record checks by clicking on the number under Control #
  - Click on Print out certification
  - Provide FLCA a copy for your file
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2. For child Abuse (Act 151):
  - \$8.00 fee; requires a credit card; you DO have to register as a user
  - Go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
  - Click on Create a New Account
  - Follow given instructions through the process
  - When you view the result you can print out a copy
  - Provide FLCA a copy for your file
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3. For Federal Criminal History Record (Act 24):
  - Go to <https://uenroll.identogo.com/>
  - Put in the following code: 1KG6TR
  - Click schedule or make an appointment
  - Follow the prompts and select a location (you may select walk in if you don't want to make an apt)
  - \$22.60 fee; requires a credit card
  - Once registration is complete, print registration information
  - Give Registration UE ID# (located on registration) to Mrs. Plants or Dr. Miller
  - CHRI's will be available on the Cogent system for 1 calendar year only.

NOTE: By law, FLCA is no longer allowed to accept a copy of your CHRI, you must provide the UE ID # to FLCA. FLCA will print out a copy for your personnel file. Also, you must print out your own copy. FLCA is prevented by law to give you a copy.

4. Act 168 - FOR EMPLOYEES ONLY: An employment history review MUST be sent to every past position that involved direct contact with children. More information can be found at

<http://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20of%202014%20-%20Procedures%20and%20Forms.pdf>

**For your information:** Any person entering the building for whom FLCA does not have valid clearances must be escorted by the School Officer, Superintendent, Administrator, or Employee.