



MCSO 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.

NEW – Alternative process to obtain child abuse clearance (Act 151)

ELECTRONIC SUBMISSION

Child Abuse History Clearance Online: <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 – must register prior to going to get the prints done. Information can be found at <http://www.pa.cogentid.com/>. Click on the Department of Education link.

Affidavit – 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 also be submitted with affidavit.

Act 168 Form/Release – A release form signed by applicant and sent to relevant previous employers.

Employee is responsible for all costs associated with obtaining clearances.

Guidelines:

Employees must obtain updated Acts 34, 151, and 114 clearances every 36 months. The date that the employee must go by is the expiration of the oldest clearance.

Employees who have clearances that were obtained over three years ago have until December 31, 2015 to obtain updated clearances. This requirement applies to those employees who were grandfathered under prior clearance requirements, such as those who were never required to obtain the FBI clearance.

Employees who obtained clearances within the last three years must obtain updated clearances by the expiration of three years, even if the clearances expire prior to December 31, 2015.

Example: Employee who obtained clearances in April of 2012, must obtain new clearances by April of 2015, not December 31, 2015.

Health Form – Employee has 30 days to complete and return to the district. Employees who have direct contact with children to include teachers, school secretaries, cafeteria workers, and custodians must have a TB test prior to starting employment. TB test results must be forwarded to the business office prior to the first day of employment.