

**University of Pittsburgh
Child Protection Clearances
(New Employee or Appointee)**

Certain offers of employment or appointment with the University of Pittsburgh will be contingent upon satisfactory results of the following Child Protection Clearances:

- Pennsylvania State Police Request for Criminal Record Check
- Pennsylvania Child Abuse History Clearance
- FBI Criminal Background Check

If you already have one or more of these clearances in your possession that you previously obtained for employment/appointment with another entity, the University will accept them provided that they are less than 60 months old on your first day of employment/appointment and that you sign a portability statement to swear or affirm that you have not committed a disqualifying offense. By law, the University cannot accept for employment or paid appointment purposes any clearance that was previously obtained for the purpose of volunteer service.

If you do not already have clearances that would be acceptable as described above, you should apply for the clearances as soon as possible as it may take several weeks to receive the results.

Unless administration informs you otherwise, you will be responsible for any associated costs for obtaining the required Child Protection Clearances.

Detailed instructions regarding each required Child Protection Clearance are set forth on the following pages. The Commonwealth of Pennsylvania has also posted information on the three clearances at the following website:

<http://www.dhs.pa.gov/provider/childwelfareservices/index.htm>

Submission of Clearances

Prior to the first day of your employment/appointment, clearance results must be submitted to Human Resources by either uploading them by using this link <http://www2.hr.pitt.edu/cpc/default.aspx> or presenting them to a University Human Resources staff member at one of the following locations:

University of Pittsburgh - Oakland Campus
Human Resources - Recruiting & Client Services
100 Craig Hall, 200 South Craig Street
Pittsburgh, PA 15260
412-624-7000 option #3

Regional Campus Human Resources

University of Pittsburgh at Bradford

300 Campus Drive
Bradford, PA 16701
(814) 362-0251

University of Pittsburgh at Greensburg

108 Lynch Hall, 150 Finoli Drive
Greensburg, PA 15601
(724) 836-9902

University of Pittsburgh at Johnstown

261 Blackington Hall
Johnstown, PA 15904
(814) 269-7030

University of Pittsburgh at Titusville

Bennett Davis Hall 504 East Main Street
504 East Main Street
P.O. Box 287
Titusville, PA 16354
(814) 827-4422

If you have applied for all three clearances, but have not yet received them within one week of your starting date, please contact the appropriate Human Resources office listed above. Under limited circumstances, a new employee or appointee who has applied for, but not yet received, all three clearances may be permitted up to a 90 day provisional work/appointment period pending receipt of the clearances if certain strict requirements are met.

If you have questions at any time during the process, please contact the appropriate Human Resources office listed above for assistance.

Pennsylvania State Police Criminal History Check Instructions

1. Begin at the website <https://epatch.state.pa.us>
2. Select "Submit a New Record Check." DO NOT CHOOSE THE OPTION FOR VOLUNTEERS ONLY.
3. Scroll down and click "Accept"
4. Choose "Individual Request" and click Continue
5. Complete the personal information section. Select "Employment" as the Reason for Request. If asked, do not select "Access & Review," (click "Proceed")
6. Click "Proceed" on the Review Requestor Information page
7. Complete the Record Check Request Form with your information. Include as many details as possible. List your maiden name or any aliases in the bottom section. Click "Enter this Request."
8. Select "View Queued Request" to review and then submit
9. On the next page titled "Record Check Request for Review", click "Submit."
10. You will need to enter credit card information for the applicable \$8 fee.
11. You may be presented immediately with a response. If you receive a:
 - a. "No record" response, click "Certification Form" to print the OFFICIAL PA State Police Clearance
 - b. "Request for Review" response, the record will be manually reviewed. You will have to check the website periodically for an updated status of your request. Please print out this page as proof you have requested this clearance.
 - c. "Record" response, you will receive that information by mail. Please print out this page as proof you have requested this clearance and present to the Office of Human Resources for review.
12. Please refer to the coversheet of this packet for instructions on how to **present this clearance to Human Resources (or proof of application to this clearance if an immediate result isn't generated)**

Pennsylvania Child Abuse History Clearance Instructions 1 of 2

1. Before you start, you should have the following information readily available to help you complete your application:
 - Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
 - Names of **all individuals** with whom you have lived with since 1975
 - Any previous names you have used or have been known by.
 - Credit/Debit Card information for an \$8 application fee.
2. Begin the online application process at the following secure website:
<https://www.compass.state.pa.us/cwis/public/home>
3. Click "Create Individual Account" to access the Child Welfare Portal.
4. Read the general information and click "Next" to create a Keystone ID.
5. Enter in requested information including email address and create security questions. Then click finish. NOTE: You will need to immediately access your email to retrieve your temporary password.
6. You will receive this message on the screen: "You have successfully created a Keystone ID and a temporary password has been e-mailed to you...."
7. You will receive two emails: the first contains your Keystone ID, the second your temporary password.
8. If you are not taken immediately to the login page, return to <https://www.compass.state.pa.us/cwis/Public/home>, click "Individual Login," then "Access My Clearances," scroll to the bottom of the page and click "Continue." On the Keystone Key login page, enter your username (Keystone ID) and temporary password you retrieved via email.
9. You will be taken to login screen to reset your password. Create a NEW password and click "Submit."
10. Click "Close Window." You will be taken back to a login screen. Enter in your username and NEW password you just created.
11. Read "My Child Welfare Account Terms and Conditions." Then click the statement acknowledging "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions." Then click "Next."
12. Scroll to bottom of page and click "Continue."
13. Then click "Create Clearance Application." Scroll to the bottom of the next page and click "Begin."
14. Under "Application Purpose" select "Employee **Not** Governed by Publix School Code Then click "Next."

Pennsylvania Child Abuse History Clearance (Cont'd)
Instructions 2 of 2

15. Continue through the online application pages and provide the requested information.
16. Once you have completed the online application, review the "Application Summary." If your information is not correct or needs to be updated, please click the edit button in the heading of the section and modify it as necessary.
17. Click "Next" for your eSignature.
18. To complete your application please eSign by checking the acknowledgement and entering your first and last name as it appears on the "Application Information" screen.
19. Proceed to the "Application Payment" screen.
20. Select "No" to the question "Did an organization provide a payment code for your application?"
21. Click "Make a Payment" button at the bottom. You will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Payment Completed page. Click "Finalize and Submit Application."
22. After submitting your applications you may:
 - a. May be provided with a link that will direct you to your clearance, **be sure to print!**
 - b. If the link is not available, be sure to print the page as proof of application.
 - i. Note: You will have to check the website periodically for an updated status of your request.

If you receive the clearance is not immediately available, Please **print out this page as proof you have requested this clearance.**

23. Please refer to the coversheet of this packet for instructions on how to **present this clearance to Human Resources (or proof of application to this clearance if an immediate result isn't generated)**

FBI Criminal History Check Online Instructions

1. This is a fingerprint based check for which you must first register with Cogent Systems, at http://www.pa.cogentid.com/index_dpwNew.htm
2. The applicable fee is \$23.00. This may be paid online via credit card, at the time you register, or via money order or cashier's check delivered at the fingerprint site.
3. When registering, select "Register Online" under the "Registration" section to open the online registration form.
4. Check box to agree to Memorandum of Understanding. Select Next to proceed
5. DO NOT check the box next to "Fingerprint Card User." Select "Employment with a significant likelihood of regular contact with children" as the "Reason Fingerprinted," and then complete all of the required Personal Information before clicking "Next."
6. Enter your credit card and billing information and select "Pay." -- Please note, the address you enter will be the address to which you FBI Criminal History Check will be mailed
7. You will be immediately presented with your clearance receipt. **Be sure to print this page as proof you have requested this clearance as it will also serve as proof you have requested this clearance.**
8. Visit one of the designated locations to be fingerprinted. Fingerprint locations, their hours of operation, and a list of what you'll need to take with you can be found under the "Print Site Locations" section of the Cogent website.
(https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html)
NOTE: The Office of Human Resources, on the 1st Floor-Craig Hall is a designated fingerprinting location for University of Pittsburgh employees and prospective candidates. Our hours of operation for fingerprinting services are Monday-Friday 8:30a.m.-4:30pm.
Employees and prospective candidates of regional campuses may consult their regional HR office for details
9. Results will be mailed to the address provided in your application, and may take as long as 2-6 weeks.
10. Please refer to the coversheet of this packet for instructions on how to **present this clearance to Human Resources (or proof of application to this clearance if an immediate result isn't generated)**

FBI Criminal History Check Over the Phone Instructions

1. Call 888-439-2486 and select option 1
2. The clearances should be completed for the Department of Public Welfare/Department of Human Services.
3. Purpose of Request: Employment with a significant likelihood of regular contact with children
4. Provide credit card information to process request. Comes out to \$23.00.
5. Write down the PAD number as this is the registration ID.
6. To Pull up receipt go to the Cogent Website https://www.pa.cogentid.com/index_dpw.htm
On the right hand side click on "Modify Registration". Enter the registration number and date of birth (numbers only), click "Find."

The screenshot shows the 'Applicant Fingerprinting Online Services' page. At the top left is the COGENT logo (a 3M Company). At the top right is the Pennsylvania Department of Public Welfare logo. The main heading is 'Applicant Fingerprinting Online Services' and the sub-heading is 'Modify Registration Information'. There are two search forms:

Find Registration By Reg ID and DOB

Registration ID:	<input type="text"/>
Date Of Birth:	<input type="text"/> (MMDDYYYY)
<input type="button" value="Find"/> <input type="button" value="Cancel"/>	

Find Registration By Name and SSN

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
DOB:	<input type="text"/> (MMDDYYYY)
<input type="button" value="Find"/> <input type="button" value="Cancel"/>	

7. Print the following page.