

INSTRUCTIONS FOR FILLING OUT CLEARANCES

1. **Act 34 - Criminal History** reports may be obtained electronically from the Pennsylvania State Police at www.epatch.pa.gov. PATCH (Pennsylvania Access To Criminal History) accepts credit card payment OR you can fill out "Request for Criminal Record Check." Enclose money order in the amount specified payable to the Commonwealth of Pennsylvania. Do not send cash or personal check. These results will be provided to you via email.
2. **Act 151 - Child Abuse History**. You can pay online at www.compass.state.pa.us/cwis. Applying online expedites the application process and results can be provided electronically. These results will be mailed directly to you.
3. **Act 114** - For the **FBI Fingerprint** based clearance, you may go to one of the places listed below. Before you go, please go to <https://uenroll.identogo.com> and click on schedule or manage an appointment and enter the service code **1KG6XN** to schedule your appointment. Wayne County Sheriff's Office, 925 Court Street, Honesdale, PA 18431- Tuesday and Friday 8:30–4:00 (schedule appointment on-line only); NEIU Archbald, 1200 Line Street, Unit 19, Archbald, PA 18403-1918 — Monday-Friday 8:30–3:30 — 570-876-9200; Ship Shop, 700 Route 6, Suite 1, Shohola, PA 18458-3610- Monday-Friday 9:00–4:00, Saturday 9:00–3:00 - 570-296-5476; CareGivers America, 718 S. State Street, Clarks Summit, PA 18411-1749 — Monday-Friday 8:20–5:00 — 800-973-1540 or 570-586-6683; Advanced Data Corp., 212 E. Harford St., Milford, PA 18337-1004 - Monday-Friday 9:00–5:00 - 800-537-0458 or 570-409-9400; Barnes Kasson Hospital, 2872 Turnpike St., Susquehanna, PA 18847-2771 — Monday 8:00–12:00, Tuesday and Thursday 11:00–3:00 - 570-853-3136. You will receive a paper With a UEID number which will start with UZSV. You may forward that paper to the Wayne Highlands District Office and we will use that number, or your social security number, to look up your fingerprint results.
4. **Act 126 – Child Abuse Recognition and Reporting** training. Go to the website: www.reportabusepa.pitt.edu. This is a three hour training. There is no charge involved and your certificate of completion will be provided for you to print upon completion of the training.
5. **Act 71 – Youth Suicide Education Awareness and Prevention** training. Go to the website: www.sptsusa.org. Make sure you select trainings that equal at least two hours (you will be required to complete an additional two hours' worth of training within the next five years). There is no charge involved and your certificate of completion will be provided for you to print upon completion of the training.
6. **Trauma Awareness and Trauma-Informed Practices trainings** – These trainings can only be completed after you have received an employee email address, which will be issued when you receive your employee ID badge. Go to waynehighlands.org and enter safe schools training in the search bar. Click on the link that comes up. You will need to make a login – your user name will be your school email. There are two trainings there that need to be completed – Trauma Awareness – 35 minutes, and Trauma-Informed Practices – 41 minutes.