

Clelian Heights Information for Obtaining Clearances/Certifications

These items must be completed prior to first day of employment. You can find all the necessary links and instructions at <https://www.clelianheights.org/careers>.

Once Clearances/Certifications have been completed please print a copy to provide on your first day of employment or email a copy to **Julia Wadsworth** at jwadsworth@clelianheights.org.

If you have any questions or need help completing these items please contact Lindsay Garner via phone at 724-837-8120 ext. 1131.

1. Federal Criminal History Record Information – Fingerprints – Act 114

The fingerprint-based background check is a multistep process. Applicants must register prior to going to the fingerprint site. Registration can be completed at any time by going to

<https://uenroll.identogo.com/>.

- When registering enter code **1KG6V5** for private school employment.
- Select schedule or manage appointment and enter required information.
- Select a security question (make note for future reference), select what document you will use for ID at processing center, and select a location and schedule an appointment, or you can choose to do a walk-in appointment.
- Submit registration and print confirmation.

Payment will be processed when fingerprints are taken. Once background check has been completed, please provide the **UE ID#** to Human Resources to retrieve the official report.

2. Pennsylvania State Police Request for Criminal Records Check – Act 34

Complete the request online at <https://epatch.pa.gov/home>. Select submit a New Record Check, accept the terms and conditions, select individual request, then select employment as reason for request and fill out the fields. Once the report is completed print the results for your record; results are not sent to you.

3. Department of Public Welfare Child Abuse History Clearance – Act 151

Complete the request online at <https://www.compass.state.pa.us/cwis/public/home>. Create a new account. You will enter all the requested information into the child welfare portal. For application purpose please select employment. You can check the status of your clearance results online. When check is completed print the results for your records. You may request a paper copy be sent to you, but results may take up to three weeks to receive.

4. Mandated Reporter Training Course

Complete the request online at <https://www.reportabusepa.pitt.edu/>. Select don't have an account and fill in the requested fields. Complete the training course and take the evaluation at the end. The course should take approximately three hours to complete. If at any time you need to exit the course, hit save and close so that your progress is saved. Once the training course is completed print your certificate for your records.

5. Motor Vehicle Report

Complete this request at <https://apps.pwpw.pa.gov/idr>. Print your results for your records.

6. **VIRTUS Training Course**

Complete the request online at <https://www.virtusonline.org/virtus/>.

- On the left-hand side click first time registrant, click the green arrow to begin the registration process, click the dropdown box to select your organization and choose Greensburg, PA (Diocese).
- Click yes or no for "Have you previously registered with VIRTUS online for Diocese of Greensburg PA?". If you selected no create your username and password.
- To complete the personal information form, select Clelian Heights as the primary location for which you work, check the box school employee, and select the title or position that best suits your personal circumstances.
- Answer the questions based on your personal circumstances.
- Download and read the pastoral code of conduct.
- Choose "No" to answer, "Have you already attended a VIRTUS Protecting God's Children Session?". Select the session you would like to attend, and you will then be taken to the VIRTUS Online Homepage.
- Log in with your username and password and start the training; if the training does not pop up right away, click the training tab at the top of the page.

The training should take about an hour to complete. If at any point you need to exit the training your work will be saved. Once the training is complete click "My Report" at the bottom of the page. Under the Completed Section click the picture icon. Print the certificate for your records.

7. **Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release – Act 168 of 2014**

This form is required for all persons who would be employed by or in a school entity in a position involving direct contact with children. Direct contact is defined as the possibility of care, supervision, guidance or control of children or routine interaction with children. A disclosure form must be completed for their current employer(s) and one for each of their former employers that were entities or where the position had direct contact with children.

If you have never been in an employed position, where you would have direct contact with children, check not applicable and return the form.

8. **Arrest/Conviction Report and Certification Form – Act 24 of 2011/Act 82 of 2012**

Standardized form PDE-6004 has been developed by the Pennsylvania Department of Education to be used by current and prospective employees of public and private schools for the written reporting of any arrest of conviction or to provide written notice within 72 hours after an arrest of conviction for an offense enumerated under 24 P/S - § § 111 € of (f.1.).

9. **CPR/First Aid Certification**

*****AN ALL ONLINE VERSION DOES NOT MEET THE REQUIREMENT*****

To sign up for CPR training please visit the Red Cross Website or contact Greensburg Mutual Aid (724-837-6134) to sign up for training courses.

Courses can be done

- Combined, Online and In Person: First the online course is completed then competencies are demonstrated with a certified instructor.
- In Person: Combines lecture with hands on skills sessions in a classroom setting.