

University of Pittsburgh

Child Protection Clearances (New Employee)

Any offer of employment with the University of Pittsburgh will be contingent upon results of the following Child Protection Clearances:

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

You should apply as soon as possible as it may take several weeks to receive results of these clearances.

Unless hiring administration informs you otherwise, you will be responsible for the associated cost (\$45.75) of the required Child Protection Clearances.

Detailed instructions regarding each required Child Protection Clearances have been outlined on the following pages.

The Commonwealth of Pennsylvania has posted information on the three clearances at the following website: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Original clearance responses and/or proof of application must be presented to a University Human Resources staff member at one of the following locations on or before your first day of employment:

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

University of Pittsburgh - Child Protection Clearances

Pennsylvania State Police Criminal History Check

1. A request may be submitted online or by mailing a completed form SP4-164. If you submit the request by mail, be advised it may take four or more weeks to receive a response. In either case, begin at the website <http://www.psp.state.pa.us>
2. Under "PSP Services." (Left bottom of the page). Select "Request a Criminal History Record."
3. If submitting an online request, select "Pennsylvania Access to Criminal History (PATCH) Web Site". If submitting a request by mail, select "Download the Criminal History Request Form SP4-164" and follow the instructions.
4. Under "Credit Card Users ", select "Submit a New Record Check". Read and accept the Terms and Conditions.
5. Complete the personal information section. Select "Employment Screening" as the Reason for Request. If asked, do not select "Access & Review."
6. 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. Select "Enter this Request" On the next screen, select "Finished".
7. Select "Submit".
8. You will need to enter credit card information for the applicable \$10 fee.
9. If you submit the request online, you may receive a "No record" response. **Click on the wording (hyperlink) "Certification Form" to print the response, it will have the PA State seal.**
10. If you receive a "Request for Review" response online. This means only that the record is manually reviewed. If you receive such a response, 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.
11. Finally, if a "Record" response is made you will receive that information by mail. Please print out this page as proof you have requested this clearance.
12. You will need to submit the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day of employment to a University Human Resources staff member at one of the following locations:

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University of Pittsburgh - Child Protection Clearances

Pennsylvania Child Abuse History Clearance

1. The Department of Public Welfare has established a web-based computer application called the Child Welfare Portal which allows an individual to apply for their PA Child Abuse Background Clearance online.
2. 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 to include parents, guardians, siblings, spouses, etc. everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.
 - Any previous names you have used or have been known by.
 - Credit/Debit Card information for a \$10 application fee.
3. Begin the online application process at the following secure website:
<https://www.compass.state.pa.us/cwis/public/home>
4. Click "Create a New Account" to access the Child Welfare Portal.
5. Read the general information and click "Next" to create a Keystone ID.
6. Enter in requested information including email address and create security questions. Then click finish. *NOTE: You will need to immediately access your email for temporary password.*
7. 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...." You will receive two emails: the first contains your Keystone ID, the second your temporary password. Click "Close Window."
8. If you are not immediately taken to the login page, return to <https://www.compass.state.pa.us/cwis/Public/home>, click "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 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 "School Employment". Then click "Next".

Pennsylvania Child Abuse History Clearance (Con't)

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. Your clearance certificate may be available immediately. If not you MUST print the Submission Confirmation page as receipt to show you have requested a clearance.
23. You will need to submit the original response, including any additional pages mailed to you, to the University on or before your first day of employment to a University Human Resources staff member at one of the following locations:

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University of Pittsburgh Criminal History Background Clearances

FBI Criminal History Check

1. This is a fingerprint based check for which you must first register with Cogent Systems, at https://www.pa.cogentid.com/index_dpw.htm
2. The applicable fee is \$25.75. 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. 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."
5. Enter your credit card and billing information and select "Pay".
6. Print the confirmation page as you will need the confirmation or registration number when you go to get fingerprinted. The confirmation page will also serve as proof you have requested this clearance.
7. Visit one of the designated locations to get 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.

NOTE: The Office of Human Resources, 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.-5:00p.m.

8. Results will be mailed to you, but could take as long as 4-6 weeks.
9. You will need to submit the original response, including any additional pages mailed to you, to the University on or before your first day of employment to a University Human Resources staff member at one of the following locations:

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