

CRESTWOOD SCHOOL DISTRICT

281 South Mountain Boulevard
Mountain Top, PA 18707
www.csdcomets.org

“Believe, Achieve, Succeed”



All applicants must submit current employment clearances before the Crestwood School District Board of Directors approves their hire. Your Clearances must be within one year of hire.

State Police Clearance

You can apply online and receive results immediately. Print and retain the receipt containing the control number, which starts with the letter “R.” This clearance costs \$22, payable by credit card on the website.

Employers will need to see the original and retain a verified copy.

- <https://epatch.state.pa.us/Home.jsp>

Child Abuse Clearance

This clearance costs \$13, which is paid by credit card on the website. This clearance takes at least two to three weeks to be returned.

Employers will need to see the original and retain a verified copy.

- <https://www.compass.state.pa.us/CWIS>
- **(You must create an individual account first)**

FBI Fingerprint

To schedule your 10-minute fingerprinting appointment, enter the following service code: 1KG6XN online. You can also call 1-844-321-2101. This clearance costs \$23.85, payable during your fingerprinting appointment.

Employers will need a UEID number or your full Social Security Number to run a report.

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

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ACT 168

In accordance with ACT 168 and in addition to satisfying pre-existing employment requirements of the Public School Code and the Child Protective Services Law, the hiring entity must require an applicant under consideration for employment in a position where they will have direct contact with children to provide contact information for the following:

- Current employer (regardless of whether the current employer is a school entity or where the applicant is employed in a position that involves direct contact with children)
- All former employers that were school entities
- All former employers where the applicant was employed in a position that involved direct contact with children
- Complete the name and contact information in the top box. Then complete Section 1, and be sure to sign at the top of the next page

A separate form must be filled out for each current and former employer. The applicant must also consent to the current/former employer's disclosure of any information regarding abuse and/or sexual misconduct. An applicant for a position involving direct contact with children cannot be hired unless the applicant provides the required information.

Act 24

The Act 24 Arrest/Conviction Report & Certification forms must be filled out and signed. By signing, you state that the information provided on this form is correct and complete. Employers retain the original of this form. We will need a new Act 24 every year.

All these clearances are valid **Five (5) years** from the clearance date. These requirements are not unique to Crestwood School District; the Pennsylvania Department of Education mandates them.

***ALL HUMAN RESOURCE INFORMATION SHOULD BE EMAILED TO THE
FOLLOWING***

hrdept@csdcomets.org