

# STEEL VALLEY SCHOOL DISTRICT

## Clearance Information Sheet

### February 2015

**ACT 114 – FBI Clearance** – *Please use the website for this clearance.*

<https://www.pa.cogentid.com/index.htm>

Register with Cogent Systems through the above website. Make sure you register for the **Department of Education** FBI clearance. (Choose top box in the left column.) You will be given a registration number that will begin with “PAE.” Take the registration number and a valid photo identification to a fingerprinting site. The Allegheny Intermediate Unit, located at 475 East Waterfront Drive in Homestead, is a fingerprinting site. The hours are Monday through Friday from 9:00 a.m. to 3:30 p.m. Fingerprinting services will not be available on AIU observed holidays.

After you have been fingerprinted, please email your receipt with the PAE Number to [HRsupport@steelvalleypa.org](mailto:HRsupport@steelvalleypa.org). The Superintendent’s Office will access your FBI clearance from a secured and restricted website. You will receive an unofficial copy of your clearance in the mail; the Superintendent’s Office does not need a copy of this.

**ACT 34 – Pennsylvania Criminal History Check** - *Please use the website for this clearance.*

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

The State Police clearance is available online and you will get an instant response showing “no findings,” if you do not have a record. To apply for your PA State Police Clearance (Act 34), you will need to go to the above website.

Go to “**Submit a New Record Check**” and follow the instructions through to the Certification Page. Once the Search Results Table appears, click on the Control Number. (*Hint: Write down the Control Number for future reference.*) When the Record Check Details page is opened, click on the **Certification Form** to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a ‘clearance.’ Print one (1) Certification Page for yourself.

*Please email your Pa Criminal Clearance to [HRsupport@steelvalleypa.org](mailto:HRsupport@steelvalleypa.org).*

**ACT 151 – Pennsylvania Child Abuse Clearance** - *Please use the website for this clearance.*

<https://www.compass.state.pa.us/CWIS>.

Go to “**Create a New Account**” and then create a Keystone ID and follow the instructions. Retrieve your system-generated temporary password from your personal email account. You will need to go back to the website <https://www.compass.state.pa.us/CWIS> and “Login” with your system-generated password. Click on “**Access my Clearances**” and put in your Keystone ID and password. You will be asked to change your current password. Then click on “**Create a Clearance Application.**” You will receive your clearance in your personal email account.

*Please email your Pa Child Abuse Clearance to [HRsupport@steelvalleypa.org](mailto:HRsupport@steelvalleypa.org).*

*If you have any questions, please contact the Superintendent’s Office at ext. 1500 or via email at [kjwatkins@steelvalleypa.org](mailto:kjwatkins@steelvalleypa.org).*