

# Clarion County Career Center

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447 Career Lane  
Shippensburg, PA 16254  
814.226.4391

**To:** Prospective & Current Employees, Independent Contractors, Volunteers and Chaperones  
**From:** Traci Wildeson, Director of Career and Technical Education  
**Date:** May 23, 2025  
**Re:** Employment Requirements

Prospective employees, independent contractors, volunteers and chaperones must submit the following four (4) clearances prior to employment/service. These clearances must be updated every five years as required by Act 153 if you stay in the employ of the Clarion County Career Center for five (5) or more years. Cost for clearances are the responsibility of the employee, contractor, volunteer, and chaperone.

## **1) CHILD ABUSE CLEARANCE STATEMENT (ACT 151)**

As of Dec. 31, 2014, requests for clearance statements (now called "certifications") may be made online at [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS). Paper submissions of the clearance statement request form may be accessed via [www.dhs.state.pa.us](http://www.dhs.state.pa.us) and mailed to the ChildLine and Abuse Registry, Pennsylvania Department of Human Services, P.O. Box 8170, Harrisburg, PA 17105-8170. Purpose of the clearance must be "SCHOOL".

## **2) PENNSYLVANIA STATE POLICE REPORT (ACT 34)**

Pennsylvania State Police Reports may be accessed via <https://epatch.state.pa.us/Home> or by accessing Form SP4-164 on the state police website and mailing the request form to Pennsylvania State Police Central Repository-164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758

## **3) FBI FINGERPRINTING CLEARANCE (ACT 114)**

Application forms and instructions can be accessed via <https://uenroll.identogo.com/> or by calling 855-845-7434. Make certain you select and register under the Pennsylvania Department of Education (PDE). When you register to be fingerprinted you will receive a confirmation number starting with PAE. You must have this confirmation number and a valid photo ID to be fingerprinted. **Service Code: 1KG6XN** Two locations in Clarion: Riverview Intermediate Unit #6 Mayfield Road Clarion, PA or 1064 East Main Street Clarion, Pa

## **4) ARREST/CONVICTION REPORT AND CERTIFICATION FORM (ACT 24)**

No cost; can be obtained from the Clarion County Career Center.

## **5) COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)**

One form must be submitted to Clarion County Career Center for ALL current and former employers that were school entities and/or where the applicant had direct contact with children. Direct contact with children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children". You do NOT send the Disclosure Release to your current/former employers; this must be completed by the Clarion County Career Center. Current and former employers have 20 business days to provide the requested information. Paper forms are available from the Clarion County Career Center; electronic forms can be located under the Employment link on the Clarion County Career Center website ([www.clarioncte.org](http://www.clarioncte.org)).

Act 168 of 2014 amends the Public School Code of 1949, to provide direction regarding employment history reviews for all new employees who will have direct contact with children. The Act also requires the Pennsylvania Department of Education ("Department") to obtain and monitor arrest and case disposition information for educators. Prospective employees and independent contractors must also submit one employment history review for ALL current employers and to former employers that were school entities and/or where the applicant had direct contact with children.