

INSTRUCTIONS FOR OBTAINING REQUIRED CRIMINAL RECORD AND CHILD ABUSE CLEARANCES FOR EMPLOYEES (EXCLUDING STUDENT WORKERS)

Reading Area Community College now requires that all new employee and volunteers must obtain the following clearances as a condition of employment. All candidates for positions at the college are required to apply for and present proof of the applications for these clearances as instructed below, before starting service:

Pennsylvania State Police Criminal Record Check

- Apply online at <https://epatch.state.pa.us/Home.jsp>
- Cost is \$ 22.00 to the applicant (free for interns and volunteers)
- Results are usually immediate, but not always, and proof of results must be submitted to the Human Resource Department before starting service

Pennsylvania Child Abuse History Clearance

- Apply online at <https://www.compass.state.pa.us/cwis/public/home>
- Cost is \$13.00 to the applicant (free for interns and volunteers)
- Results are usually immediate, but not always, and proof of results must be submitted to the Human Resource Department before starting service
- If results are delayed, the employee must still submit proof of application before starting service, and the employee will have 90 days to present the final clearance to HR to continue service

Federal Bureau of Investigation Criminal Background Check

- This is a multi-step process
 - Register on-line at <https://uenroll.identogo.com> . **Please use Service Code 1KG738 (Pennsylvania DHS – Child Care Services/Program Employee)**. Telephonic registration is also available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.
 - Cost is \$22.60 to the applicant.
 - After registration, proceed to the fingerprint location of your choice (see link below <https://www.identogo.com/locations>.) Bring identification. A list of approved ID type can be found on the registration website.
- You will receive an original copy of your report in the mail that will need to be taken to Human Resources Department at RACC, Berks Hall B303.
- If results are delayed, the employee may continue in service for up to 90 days while awaiting results, upon submission of a background clearance certification form.

If any of these checks yield any of the findings listed below, State regulations provides grounds for denying employment or participation in a program, activity or service based on any of the following:

1. A reportable offense enumerated under Pennsylvania's Child Protective Services Law, 23 Pa.C.S. §6344(c), which includes: criminal homicide, aggravated assault, stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing the death of a child, endangering the welfare of children, dealing in infant children, prostitution and related offenses, obscene and other sexual materials and performances, corruption of minors and sexual abuse of children.
2. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," committed within the preceding five-year period.
3. A founded report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.