



COLONIAL INTERMEDIATE UNIT 20

A Regional Service Agency

6 Danforth Drive
Easton, PA 18045-7899

Telephone (610) 252-5550 • FAX (610) 252-5740
Human Resources FAX (610) 515-6550
TDD/TTY Hearing Impaired (610) 252-3786

Dear Substitute Teacher Training Applicant:

Thank you for your interest in pursuing a position as a daily substitute teacher for Colonial Intermediate Unit 20 and the 13 school districts of Bangor, Bethlehem, Delaware Valley, East Stroudsburg, Easton, Nazareth, Northampton, Pen Argyl, Pleasant Valley, Pocono Mountain, Saucon Valley, Stroudsburg, Wilson, the Career Institute of Technology, Bethlehem Vocational and Technical School and the Monroe Career and Technical Institute. To be eligible, you must have a Bachelor's degree from an accredited college or university.

TRAINING IS LIMITED TO THE FIRST 85 REGISTRANTS. An individual will only be considered as a Registrant when a completed application is received. Should you decide not to pursue this training and interview after submitting your application, kindly notify us.

As part of the substitute teacher training procedure, you must attend a meeting explaining in detail the training program and to be interviewed by the Intermediate Unit and school district management staff. The date and site is:

July 7, 2010

1:00 p.m. – Colonial Academy, Wind Gap, PA
(Directions enclosed)

VERY IMPORTANT – *In order to be eligible to attend this meeting on July 7, 2010, we must have your completed application returned to us no later than June 25, 2010. Please submit your completed application even if you have not received your clearances. This will confirm your attendance at this meeting. No other information will be sent prior to the interview. This will be the only date that interviews will be conducted.*

Also enclosed are the Pennsylvania Criminal History Check and Child Abuse History Clearance forms; information on obtaining the FBI Federal Criminal History Clearance is located in the enclosed information sheet. ***It is mandatory for all employees (including substitutes) of Pennsylvania schools to provide all three clearances to their employer.***

If you are selected following the interview, you will be sent additional information concerning your participation in a two-day training program to be held on September 21, and September 22, 2010. You must attend both days in full.

Please note: There is a \$75 fee (non-refundable) to attend both days of training in September. There is no fee for the interview.

For additional information regarding this training program and frequently asked questions and answers, please access our website www.ciu20.org and click on Employment Opportunities. **We respectfully request no phone calls. Any questions will be addressed at the July 7th interviews.**

Colonial Intermediate Unit 20 and its participating school districts appreciate your interest and willingness to become involved in the education of children and look forward to seeing you at our initial meeting on July 7, 2010 at Colonial Academy.

Sincerely,
RECRUITMENT OFFICE
COLONIAL INTERMEDIATE UNIT 20

Enclosures

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:				Final Yearly Salary:		
Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:				Final Yearly Salary:		
Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:				Final Yearly Salary:		

Please list activities that you are qualified to supervise or coach:

If you have not been previously employed in a teaching position, please complete the following:
(Leave blank if you have never student taught)

STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

Student Teaching References:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made. *(You may use other professional references)*

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each applicant must submit with the employment application a State and Federal criminal history report or a copy of the completed form/request.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ESSAY

Please write an essay as described on page six. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of _____ (school district) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

_____ **Date**

_____ **Signature of Candidate (in ink)**

[Must be original]

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator.
2. My Philosophy of Student Discipline.
3. The Importance of Continuing Professional Development and How I Plan to Incorporate It Throughout My Career.
4. Essential Elements of Instruction, Administration or Area of Certification.
5. How Information Technology (i.e., computers, Internet) Can Be Integrated into the Instructional Process and Curriculum.

Signature _____ **Name** _____

Note to applicants: This application can be downloaded from the Department of Education's home page which is accessible at: <http://www.state.pa.us>.

This application was developed, in accordance with Section 1204.1 of Act 107 of 1996, by the Pennsylvania Department of Education in consultation with organizations representing school administrators, including personnel administrators, teachers and school boards. Questions should be referred to PDE School Services Unit at Voice Telephone (717) 787-4860, Text Telephone TTY (717) 783-8445 or FAX (717) 783-6802. If you need accommodation in completing this application, including alternate format, please contact the school district.

Directions to

**COLONIAL ACADEMY
1353 JACOBSBURG ROAD
WIND GAP, PA 18091
(610) 863-5550**

FROM THE NORTH

Route 33 South. Take the Wind Gap/Bath Route 512 Exit (second Wind Gap exit). Cross over Route 512 to Jacobsburg Road. First Star Bank and J & R's Smokehouse are located on the immediate left as you begin traveling on Jacobsburg Road. Colonial Academy is located on the right-hand side of the road approximately 1/4 mile from J & R's Smokehouse.

FROM THE SOUTH

Route 33 North. Take the Wind Gap Route 512 Exit. Make a left hand turn onto Route 512 South. After traveling under the Route 33 overpass, make an immediate left hand turn onto Jacobsburg Road. First Star Bank and J & R's Smokehouse are located on the immediate left as you begin traveling on Jacobsburg Road. Colonial Academy is located on the right-hand side of the road approximately 1/4 mile from J & R's Smokehouse.



District-Wide Substitute Teacher Training Program

Participating School Districts/School Entities

(located in Monroe, Northampton, and Pike Counties)

Bangor Area School District
Bethlehem Area School District
Delaware Valley School District
East Stroudsburg Area School District
Easton Area School District
Nazareth Area School District
Northampton Area School District
Pen Argyl Area School District
Pleasant Valley School District
Pocono Mountain School District
Saucon Valley School District
Stroudsburg Area School District
Wilson Area School District
Bethlehem Area Vocational-Technical School, Bethlehem, PA
Career Institute of Technology, Easton, PA
Monroe Career and Technical Institute, Bartonsville, PA
Colonial Intermediate Unit 20

Because of the severe shortage of certified substitute teachers in our area, we run two-day substitute teacher training programs for individuals with any four-year degree. The degree does not have to be in education.

To obtain an application and further details regarding a meeting that will be held where the next training program will be discussed and interviews conducted, please click on this link:

<http://www.ciu20.org/departments/human-Resources/substitute-teacher-trainings.aspx>

Those candidates selected from the interviews will be invited to attend the two-day training. After attending both days of training, candidates are eligible to apply for an emergency substitute teaching permit that may be utilized in Colonial Intermediate Unit 20 programs and in the participating school districts and three vocational schools.

Frequently Asked Questions

? If I have an emergency permit from another School District or Intermediate Unit, can I use it to substitute for the Colonial Intermediate Unit 20 and participating school districts/entities?

No, that permit is only valid for the School District or Intermediate Unit applying for it. In order to substitute teach for the Colonial Intermediate Unit 20 and participating school districts/entities, you must go through our training program and apply for a permit through the Colonial Intermediate Unit 20.

? What are the costs involved?

Additional costs will involve fees required for the Pennsylvania Criminal History Check, Child Abuse Clearance, FBI Fingerprint Check, Physical and TB test, and any emergency permit-processing fees. There will be a \$75 (non-refundable) fee to attend both days of the training. Please refer to the applicant cover letter.

? Can I send for my permit before I go through the training?

No, the Colonial Intermediate Unit 20 and participating school districts/entities have agreed all candidates **must attend both training days in full** prior to sending for a permit.

? Can I send for my permit myself?

No, the Bureau of Teacher Certification and Preparation (Pennsylvania Department of Education) does not accept applications from individuals applying for their own permit. Emergency permit applications are processed through the Intermediate Unit and require the Executive Director's signature and attestation of a shortage of substitute teachers by all participating schools.

? If I am almost done with my Bachelor's Degree, can I go through the training now?

Yes, you may go through the training; however, you may not apply for an emergency permit until a Bachelor's degree has been conferred.

? May I use the transcript of my Master's Degree to send for a permit?

No, the Bureau of Teacher Certification and Preparation requires a Bachelor's Degree.

? May I use a copy of my Bachelor's Degree to send for a permit?

No, the Bureau of Teacher Certification and Preparation requires an official Bachelor's Degree transcript in a sealed envelope from an accredited college/university.

? How long will it take to get my permit after the training?

This is dependent upon the receipt of all required information for permit processing as outlined in the letter you will receive upon acceptance to the training. Once we have all the required information to send to the Bureau of Teacher Certification and Preparation, we estimate four weeks for turnaround. This is an estimate and is dependent upon the amount of certificates and other permits the Bureau has to process.

? May I have a copy of the permit?

No, the Bureau of Teacher Certification and Preparation has directed the Colonial Intermediate Unit 20 to hold the permit in its files. We will, however, send you written notice of its issuance.

? How soon will I be called to work as a substitute?

Upon permit approval by the Bureau of Teacher Certification, we will notify the districts you wish to work as a Substitute Teacher. The districts **will contact you** to set up an appointment with them to complete their necessary forms to be employed by their district/school entity.

? What is the pay for Substitute Teaching?

As part of our collaborative effort to recruit, train, and hire Substitute Teachers, the Colonial Intermediate Unit 20 and its participating school districts/entities have agreed not to discuss rates prior to or at the training. As you sign up with each district/entity, they will provide information on Substitute Teacher pay.

? How long is a permit valid?

The permit is valid for one school year.

? Can I use this permit to work as a full-time teacher or long-term substitute teacher?

No, this permit is only valid for work as a day-to-day Substitute Teacher.

? In what subject areas can I substitute teach?

You may substitute teach in any subject area with your day-to-day emergency permit.

? How often will I be called to Substitute Teach?

This is dependent upon your availability and willingness to be on as many school district/entities lists as you can and your willingness and availability to substitute teach in any subject area and grade level. If you limit yourself as far as the districts you are willing to work in or limit the subject areas and grade levels you are willing to substitute in, you may not receive as many calls to substitute teach.

? Do I have to be available to Substitute Teach every day?

No. All you need to do is notify the school district/entities when you are available.

? How do I renew my permit for each school year?

You will be notified in writing at the beginning of July each year to renew your permit for the coming school year. If you do not receive your permit renewal information by mid-July, please contact the Intermediate Unit Recruitment Office immediately. There will be an annual \$25 fee to process your permit.

? Must I go through another training to renew my permit for the next school year?

No, all you need to do is follow the renewal procedure that the Colonial Intermediate Unit 20 will send to you at the close of the school year. Upon renewal of the permit, the Colonial Intermediate Unit 20 will send notification of your permit renewal to your employing school district/entities so they may rehire you for the next school year.

? I hold a Pennsylvania teaching certification but I have not met my Act 48 requirements. May I still apply for a permit to be a day-to-day substitute teacher?

Yes. You may participate in the training; however, you may only daily substitute teach for a total of 90 days in a school year with an emergency permit until you meet your Act 48 requirements. For further information on Act 48, please go to the Pennsylvania Department of Education teacher certification website - <http://www.education.state.pa.us/portal/server.pt/community/certifications/7199> and click on Act 48 information.

Act 34 and 151 Background Checks

**SUBJECT: ACT 34 of 1985 BACKGROUND CLEARANCE PROCEDURES
24 PS 1-111 as amended (Act 61 of 2008, Act 114 of 2006, Act 70 of 2004, Act 48 of 2003, Act 153 of 2002, Act 30 of 1997 and Act 211 of 1990)
22 Pa Code, Chapter 8**

ALL APPLICANTS FOR EMPLOYMENT with public and private schools including student teachers and independent contractors and their employees, but excluding employees who do not have direct contact with students must undergo background checks.

CRIMINAL HISTORY REPORTS SHALL BE NO MORE THAN ONE (1) YEAR OLD AT THE TIME OF EMPLOYMENT

Prospective employees/student teacher candidates/contractors and their employees, hereafter referred to collectively as applicant, are to submit with their employment application a State and Federal criminal history report or a copy of the completed form/request. Student teacher candidates are to submit the criminal history reports to the administrator of the educator preparation program prior to participation in any classroom teaching, internship, or clinical or field experience. Administrators shall require each applicant to produce the original criminal reports prior to employment or follow appropriate procedures to employ applicants on a provisional basis. Provided all conditions listed in the Law are met, when the applicant provides a copy of the completed form/request to the administrator the administrator may employ applicants on a provisional basis for a single period not to exceed 90 days. *After December 1, 2008, submission of the federal criminal history record information (CHRI) background report shall consist of the applicant providing access to the CHRI through the Department of Education's online system.*

An administrator, or other person responsible for employment decisions in a school or other institution under this section who willfully fails to comply with the provisions of this section commits a violation of this Act and shall be subject to civil penalty. A civil penalty shall not exceed \$2,500. Procedures that will be followed by staff of the School Services Unit when investigating alleged violations of 24 PS 1-111 are contained in Basic Education Circular 24 PS 1-111 Violations of Background Checks

<http://www.pde.state.pa.us/k12/cwp/view.asp?A=11&Q=54218>

PENNSYLVANIA STATE CRIMINAL HISTORY RECORD

Refer to website for fees

The Pennsylvania State Police has established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor.

The information provided by the requestor will be checked against the criminal history database maintained by the Pennsylvania State Police Central Repository. If the subject's information does not hit on any information in the database, the requestor will receive the results instantly over the Internet and the requestor can print out the "No Record" certificate. If the subject's information hits on something in the database, the requestor receives an immediate "Request Under Review" response. A "Request Under Review" response does not necessarily mean that

the individual has a record. At this point the information is manually reviewed. After the review the status will be updated to "No Record" or "Record". The requestor should check the PATCH website periodically for an updated status to their request. For all "No Record" responses, the certificate must be printed out at the requestor's computer. All "Record" responses will be mailed to the requestor at the address provided by the requestor. It may take up to two weeks for the status to be updated from a "Request Under Review" to a "No Record" or "Record".

PATCH accepts both Registered and Non-Registered Users.

REGISTERED USERS: Companies, agencies, or offices that routinely have a need to make criminal record checks. The company, agency, or office logs onto <https://epatch.state.pa.us> and then completes and submits the registration form.

NON-REGISTERED USERS: Individuals are considered non-registered users. They will not be accepted as registered users. Companies, agencies, or offices can also use the system as a non-registered user if they so desire. Non-registered users log onto <https://epatch.state.pa.us> and select "Submit a New Record Check" under credit card users. The non-registered user can submit up to ten record checks during one session.

VALIDATING CRIMINAL HISTORY RESULTS: The information on a "No Record" or "Record" certificate form can be validated by accessing the PATCH Record Check Status screen <https://epatch.state.pa.us/RCStatusSearch.jsp> and submitting a search request.

*Applicants may also use Form SP-164, Pennsylvania State Police Request for Criminal Record Check www.psp.state.pa.us.

1) Applicant must secure Form SP-164 from the schools, Pennsylvania State Police Barracks or from the Pennsylvania State Police web site: www.psp.state.pa.us.

2) Send the REQUEST FOR CRIMINAL RECORD CHECK with payment to the following address: Pennsylvania State Police Central Repository-164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758.

For status of the Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972)

Applicant presents background check information to prospective employer. The school entity shall make and keep a copy of the original. The copy shall include the date copied and name of administrator who saw the original. The ORIGINAL should be RETAINED BY THE APPLICANT and is valid for one year after issuance.

FEDERAL (FBI) CRIMINAL HISTORY REPORT, AS OF MARCH 30, 2007

PLEASE REGISTER AT <https://www.pa.cogentid.com> AND CLICK ON PENNSYLVANIA DEPARTMENT OF EDUCATION.

Please refer to website for fees

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) there is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee for the fingerprint service and to secure the Criminal History Record **and additional fee will be charged when the applicant requests a paper copy(refer to website)**

Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

- a. Cogent Systems has established a billing procedure for these services from an appropriate requesting agency that is willing to pay the applicant's fee. Billing may only occur after the requesting agency has completed the Cogent Systems' Agency Pay Agreement. To establish a billing account visit the website www.pa.cogentid.com and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

APPLICANTS FOR COLONIAL IU 20 MUST DESIGNATE "APPLICANT PAY."

3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site is posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
4. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
5. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
7. The applicant's scanned fingerprints will be electronically transmitted from Cogent Systems directly to the FBI.

8. Process for individuals who are fingerprinted on or after December 1, 2008.

- **Cogent Systems will forward the individual's registration information and fingerprints directly to the FBI, via its approved channeling process.**
- **The FBI will complete the CHRI and forward the record to Cogent Systems.**
- **Cogent Systems will follow all approved FBI processing activities, including provision of the reports to PDE.**
- **Cogent will then include the record in its secure database. School administrators will have access to this official record, via online access. Only administrators of PDE approved entities (all public and private schools and Teacher Training institutions) will have such online access.**
- **The applicant will include the Registration ID Number in applications to any public or private school or contractor of a public or private school.**
- **Administrators will review the CHRI for applicants for employment.**
- **The Administrator will make a determination as to the fitness of the individual for employment.**
- **If the applicant is hired by the school or contractor, the school will make a copy of the CHRI for the employee's file.**
- **The School Administrator is prohibited from making a copy of the CHRI for the applicant.**

** The Act allows that Administrators may employ any applicants on a provisional basis for a single period not to exceed ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970, known as the "Public Employee Relations Act", provided that all of the following conditions are met:

- The applicant has applied for the information required under subsection (b) and, where applicable, under subsection (c) or (c.1) and the applicant provides a copy of the appropriate completed request forms to the Administrator.
- The Administrator has no knowledge of information pertaining to the applicant which would disqualify them from employment pursuant to subsection (e)
- The applicant swears or affirms in writing that they are not disqualified from employment pursuant to subsection (e)
- If the information obtained pursuant to subsection (b), (c), or (c1) reveals that the applicant is disqualified from employment pursuant to subsection (e), the applicant shall be suspended and subject to termination proceedings as provided for by law
- The Administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the vicinity of a permanent employee.

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent

Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

- **The Computer System** - The system will be housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The proposed systems will be configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems will be configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.

Inquiries or Questions

All information regarding process, policy, and fingerprinting locations may be found at www.pa.cogentid.com

Fingerprint Services Sites should contact Blake Godard at bgodard@cogentsystems.com

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or dwolfgang@state.pa.us

CHILD ABUSE REPORT

You may obtain forms from schools and the Department of Public Welfare <http://www.dpw.state.pa.us/PartnersProviders/ChildWelfare/003671038.htm> for status of a request, please call the Department of Public Welfare, Childline and Abuse Registry at (717) 783-6211.

24 PS 1-111 AS AMENDED

Background checks of prospective employees; conviction of employees of certain offenses

(a) This section shall apply to all prospective employees of public and private schools, intermediate units and area vocational-technical schools, including independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children. This subsection shall expire March 31, 2007.

(a.1) Beginning April 1, 2007, this section shall apply to all prospective employees of public and private schools, intermediate units and area vocational-technical schools, including, but not limited to, teachers, substitutes, janitors, cafeteria workers, independent contractors and their employees, except those employees and independent contractors and their employees who have

no direct contact with children.

(1) Beginning April 1, 2007, this section shall apply to bus drivers offered employment by a school district, private school, nonpublic school, intermediate unit or area vocational-technical school or by an independent contractor.

(2) Beginning April 1, 2007, this section shall apply to student teacher candidates assigned to all public and private schools, intermediate units and area vocational-technical schools.

(3) For purposes of this section, "student teacher candidate" shall mean an individual participating in a classroom teaching, internship, clinical or field experience who, as part of a program for the initial or advanced preparation of professional educators, performs classroom teaching or assists in the education program in a public or private school, intermediate unit or area vocational-technical school under the supervision of educator preparation program faculty.

(4) Prior to a student teacher candidate's participation in any classroom teaching, internship, clinical or field experience, that candidate shall provide to the administrator of his or her educator preparation program all criminal history record information required of an employe or prospective employe who is subject to this section.

(5) The student teacher candidate may not participate in any classroom teaching, internship, clinical or field experience if this section would prohibit an employe or prospective employe subject to this section from being employed under those circumstances.

(6) During the course of a student teacher candidate's participation in an educator preparation program, the administrator of the student teacher candidate's educator preparation program shall maintain a copy of the criminal history record information that was provided by the student teacher candidate. The penalty provisions of subsection (g) shall be applicable to the administrator of a student teacher candidate's educator preparation program.

(7) If a student teacher candidate is continuously enrolled in an educator preparation program, the criminal history record information initially submitted by that candidate to that program shall remain valid during that period of enrollment. If a student teacher candidate's enrollment in an educator preparation program is interrupted or if that candidate transfers to another educator

preparation program, the candidate shall provide to the administrator of his or her educator preparation program all criminal history record information required of an employe who is subject to this section.

(b) Administrators of public and private schools, intermediate units and area vocational-technical schools shall require prospective employes to submit with their employment application, pursuant to 18 Pa.C.S. Ch.91 (relating to criminal history record information), a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. Such criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2) (relating to general regulations) and shall be no more than one (1) year old. An applicant may submit a copy of the required information with the application for employment. Administrators shall maintain a copy of the required information and shall require each applicant to produce the original document prior to employment. Administrators shall require contractors to produce the original document for each prospective employe of such contractor prior to employment.

(c) Beginning April 1, 2007, administrators shall require the applicant to submit with the application for employment a copy of the Federal criminal history record in a manner prescribed by the Department of Education. When the applicant provides a copy of the Federal criminal history record, it shall be no more than one (1) year old. Administrators shall maintain a copy of the required information and shall require each applicant to produce a Federal criminal history record that may not be more than one (1) year old at the time of employment.

(d) The State Board of Education shall, in the manner provided by law, promulgate the regulations necessary to carry out this section. The regulations shall provide for the confidentiality of criminal history record information obtained pursuant to this act.

(e) No person subject to this act shall be employed in a public or private school, intermediate unit or area vocational-technical school where the report of criminal history record information indicates the applicant has been convicted, within five (5) years immediately preceding the date of the report, of any of the following offenses:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Former section 2709(b) (relating to stalking).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301 (A.1) (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation 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."

(3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2).

UNDER THE LAWS OF THE UNITED STATES OR ONE OF ITS TERRITORIES OR POSSESSIONS, ANOTHER STATE, THE DISTRICT OF COLUMBIA, THE COMMONWEALTH OF PUERTO RICO OR A FOREIGN NATION, OR UNDER A FORMER LAW OF THIS COMMONWEALTH.

(f) The requirements of this section shall not apply to employees of public and private schools, intermediate units and area vocational-technical schools who meet all the following requirements:

- (1) The employees are under twenty-one (21) years of age.
- (2) They are employed for periods of ninety (90) days or less.
- (3) They are a part of a job development and/or job training program funded in whole or in part by public or private sources. Once employment of a person who meets these conditions extends beyond ninety (90) days, all requirements of this section shall take effect.

(1) Where the report of criminal history record information indicates the person has been convicted of a felony offense of the first, second or third degree other than those enumerated in subsection (E), the person shall be eligible for prospective employment if a period of ten years has elapsed from the date of expiration of the sentence for the offense.

(2) Where the conviction is for a misdemeanor of the first degree, the person shall be eligible for prospective employment if a period of five years has elapsed from the date of expiration of the sentence for the offense.

(3) Where the report of criminal history record information indicates the person has been convicted more than once for an offense under 75 PA.C.S. § 3802 (A), (B), (C), or (D) (relating to driving under influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree under 75 PA.C.S. § 3803 (relating to grading), the person shall be eligible for prospective employment if a period of three years has elapsed from the date of expiration of the sentence for the most recent offense.

(f.2) Nothing in this section shall be construed to interfere with the ability of a public or private school, intermediate unit or area vocational-technical school to make employment, discipline or termination decisions.

(g) An administrator, or other person responsible for employment decisions in a school or other institution under this section who wilfully fails to comply with the provisions of this section commits a violation of this act and shall be subject to civil penalty as provided in this section.

(1) The department shall have jurisdiction to determine violators of this section and may, following a hearing, assess a civil penalty not to exceed two thousand five hundred dollars (\$ 2,500).

(2) The civil penalty shall be payable to the Commonwealth.

(h) No person employed in a public or private school on the effective date of this section shall be required to obtain the information required herein as a condition of continued employment. Any person who has once obtained the information required under this section may transfer to another school in the same district or established and supervised by the same organization and shall not be required to obtain additional reports before making such transfer.

(i) Notwithstanding subsections (b), (c) and (c.1), administrators, before April 1, 2007, may employ in-State applicants on a provisional basis for a single period not to exceed thirty (30) days and may employ out-of-State applicants on a provisional basis for a single period not to exceed ninety (90) days and, after March 31, 2007, may employ any applicants on a provisional basis for a single period not to exceed ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970 (P.L. 563, No. 195), known as the "Public Employe Relations Act," provided that all of the following conditions are met:

(1) the applicant has applied for the information required under subsection (b) and, where applicable, under subsection (c) or (c.1) and the applicant provides a copy of the appropriate completed request forms to the administrator;

(2) the administrator has no knowledge of information pertaining to the applicant which would disqualify him from employment pursuant to subsection (e);

(3) the applicant swears or affirms in writing that he is not disqualified from employment pursuant to subsection (e);

(4) if the information obtained pursuant to subsection (b), (c) or (c.1) reveals that the applicant is disqualified from employment pursuant to subsection (e), the applicant shall be suspended

and subject to termination proceedings as provided for by law; and
(5) the administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employe.

(j.1) Employees of a public and private school, intermediate unit or area vocational-technical school shall notify, verbally and in writing, the chief school administrator or designee of any arrest or any conviction for an offense enumerated in subsection (e). Employees of a public and private school, intermediate unit or area vocational-technical school shall notify, verbally and in writing, the chief school administrator or designee of any arrest or any conviction for any felony or misdemeanor offense occurring in this commonwealth, under the laws of the United States or one of its territories or possessions, another state, The District of Columbia, The Commonwealth of Puerto Rico or a foreign nation, or under a former law of this commonwealth, where the arrest or conviction occurred within ten years prior to the effective date of this subsection. Where the arrest or conviction occurs after the effective date of this subsection, the employee shall provide notice no later than seventy-two (72) hours after an arrest or conviction.

(j.2) Where a chief school administrator or designee has a reasonable belief that an employee was arrested or has a conviction for an offense required to be reported under clause (1) and the employee has not notified the chief school administrator or designee as required in clause (1), the chief school administrator or designee shall have the authority to immediately require the employee to submit to the chief school administrator or designee a current report of criminal history record information as required in subsections (A) (7), (B) and (C). The cost of the criminal background check shall be borne by the employing school entity.

(j.3) An employee who willfully fails to disclose a conviction for an offense enumerated in subsection (E) (1) shall be subject to discipline up to and including termination or denial of employment. An employee who willfully fails to disclose a conviction of any other offense required to be reported by this section may be subject to discipline.

**DEPARTMENT OF PUBLIC WELFARE
ChildLine and Abuse Registry**

PLEASE COPY AND ATTACH THIS DIRECTION SHEET TO EVERY APPLICATION DISTRIBUTED

Do not use Xeroxed copies of the Child Abuse History Clearance. To reorder forms, please call (717) 783-6211.

DIRECTIONS

1. Type or print **CLEARLY AND NEATLY IN INK** Section I only.
2. Address must be **APPLICANT'S** current home address.
3. All information must be completed in full. [The form asks for all previous names, addresses, and household members **SINCE 1975**. This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.]
4. Application must be **SIGNED**.
5. Enclose a **\$10.00 MONEY ORDER** for each application. No cash or personal checks accepted. Agency or business checks are acceptable.
6. **DO NOT** send any postage paid return envelopes.
7. Application should be placed in a **BUSINESS-SIZED OR LARGER** envelope prior to mailing.
8. **ONE BLOCK** must be checked for Purpose of Clearance. **DO NOT** check more than one block.
 - a) **Check the Volunteers Block** if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League, or churches. A **COPY** of your Criminal Record Check results obtained within the past year must be attached. **DO NOT** send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. **THIS BLOCK SHOULD NOT BE CHECKED FOR VOLUNTEERING IN SCHOOLS.**
 - b) **Check the School Block** if seeking to have involvement within a school (public, private, vocational, technical, nursing) **FOR ANY REASON.**
 - c) **Check Foster Care/Block** if applying for foster parenting or custody of a child.
 - d) **Check the Adoption Block** if in the process or planning to adopt a child.
 - e) **Check the Child Care Block** if planning to work in a day care setting or if all other blocks do not apply.
 - f) **Check CWEP Block** if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

CLEARANCE RESULTS WILL BE MAILED TO YOU WITHIN 14 DAYS FROM THE DATE THAT THE CLEARANCE IS RECEIVED IN OUR OFFICE. THERE WILL BE NO REPLACEMENTS AFTER 90 DAYS.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL CAUSE CONSIDERABLE DELAY

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I

APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record' (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
<input type="checkbox"/> FOSTER CARE		
<input type="checkbox"/> ADOPTION		
<input type="checkbox"/> SCHOOL		

SIGNATURE OF CAO REP _____ CAO PHONE NO _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1.
2.
3.
4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE _____

DATE _____

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II

RESULTS OF HISTORY CHECK

<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.	<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).
--	--

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER _____

DATE _____

VERIFIER'S SUPERVISOR _____

DATE _____

SECTION III**VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES**

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE