Background Clearances & Requirements

The following background clearances and requirements must be submitted prior to employment:

1. PA Criminal Background Check   https://epatch.state.pa.us   **$22.00**

   Select – Submit a New Record Check

Once the background request has been entered the response status screen will appear. Click on the highlighted control # that starts with a R………… to access the record. Please select and print the Certification Form. Questions: (717) 783-9973 or 1-888-783-7972

2. PA Child Abuse Clearance https://www.compass.state.pa.us/cwis/public/home **$13.00**

The application process for this clearance may take some time to complete (30-45 mins.). The first step is to create a Keystone ID - Select **Create Individual Account**   After the account is created and you have a Keystone ID, go back in and sign into - **Individual Login**   to complete the clearance.

Child Welfare Portal

INDIVIDUAL LOGIN	CREATE INDIVIDUAL ACCOUNT

  Select – School Employee Governed by the Public School Code

Once the application is complete, you will be notified via email and be able to access the final clearance report by logging back into your account. It may take up to 7-14 days to receive the results. Questions: (717)-783-6211 or 1-877-371-5422

3. FBI - Fingerprinting $25.25

  *https://uenroll.identogo.com. PA Service Code – **1KG6XN**   The cost for fingerprinting is $25.25, and you don't have to pay until the day of your appointment.*

Fingerprinting Registration – **https://uenroll.identogo.com**

 The applicant must register prior to going to the fingerprint site. Scheduled appointments and walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website, IdentoGo, is available online 24 hours/day, seven days per week at **https://uenroll.identogo.com**. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8AM - 6PM EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

1.   Enter PA Service Code – **1KG6XN**   (Agency–Pennsylvania/PDE– School Districts)
When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose.
2.   Schedule or Manage Appointment
3.   Demographic Information - Enter essential demographic information including personal questions and information, agency identifiers, citizenship, mailing address, etc.
4.   Select the ID type document that you will present at the fingerprinting center.

The applicant will pay a fee of $25.25 for the fingerprint service and to secure an unofficial copy of the FBI report. Major Credit Cards as well as Money orders or cashier's checks will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

Applicants must provide an acceptable, approved photo ID upon arrival at the fingerprint center. A list of approved ID types may be found on the IDEMIA website at **https://uenroll.identogo.com** .

There are two local IdentoGO – State Agency Enrollment fingerprinting centers.

(1) CK Auto & Truck LLC, 1622 E Main Street, Waynesboro, PA 17268

(2) Borough of Chambersburg, 235 S. Third Street, Chambersburg, PA 17201

All fingerprint sites are closed Thursdays, Fridays, weekends and major holidays.
The Franklin Co. Learning Center LIU#12 is no longer a fingerprinting site.

Applicants must present their UEID to the school entity (as shown on the receipt provided after fingerprint capture). If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (https://uenroll.identogo.com) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

After 60 days of satisfactory performance, newly hired support staff will be reimbursed $200.00 to cover the cost of background checks, physical and TB test.

Mandatory Child Abuse Reporter Training
Upon offer of employment, the mandatory Mandated Child Abuse Reporter Training (Act 126) must be completed prior to your first day of work. The three (3) hour online course can be completed free of charge at the following website:

www.reportabusepa.pitt.edu
Pennsylvania Child Welfare Resource Center   (717) 795-9048

Substitute Teachers
Substitute teachers are contracted and hired through ESS - Education Staffing and Management Solutions (*formerly Source4Teachers*). Please visit the link below for more information. 1-877-983-2244

http://www.ess.com

Thank you for your interest in Waynesboro Area School District!

It is the policy of the Waynesboro Area School District to provide all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, or genetic information. This district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.