



## **INSTRUCTIONS FOR EMPLOYEES: Obtaining Clearances**

### **IMPORTANT NOTICE:**

**Effective January 1, 2020, all candidates will need to submit copies of the following child clearances to the employer/supervisor PRIOR to starting employment.**

- 1. PA Criminal Background Check**
- 2. PA Child Abuse Background Check**
- 3. FBI Fingerprinting from the Dept. of Education**

Venture Outdoors additionally requires the following trainings/certifications to be completed. These can be completed upon hiring, but prior to working with youth:

- 4. Mandated Reporter Training**
- 5. First Aid/CPR certification (current)**

**Timeline:** Completing these clearances/certifications can take up to 1-2 months once you start the process. Begin the process of obtaining these clearances/certifications as soon as possible so that you can be considered for hire.

### **FEES:**

You are responsible for paying for the costs associated with obtaining these clearances. Venture Outdoors will also not cover paid time to complete certifications, such as the Mandated Reporter and First Aid/CPR trainings. If you feel that you need assistance for covering the fees associated with these clearances or certifications, please speak to the employer. We do not want clearance fees to be a financial barrier to you in obtaining employment with our organization.

### **PREVIOUS RECORD:**

A record with charges does not automatically disqualify you for employment purposes. The results will be used as a basis for a conversation between you and the hiring supervisor.



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### **Act 34 – PA Criminal Background Check**

**CURRENT COST:** \$22.00

**REQUIRED RENEWAL:** Every 5 years

**ESTIMATED PROCESSING TIME:** Up to 2-3 weeks after submission

**TO START:** Click [here](#)

#### **INSTRUCTIONS:**

1. Select "Submit a New Record Check" – *do not select Volunteers Only*
2. Accept the terms and conditions.
3. Select "Individual Request".
4. Under Reason for Request, select "Employment".
5. Complete Requestor Information, verify information, and select "Proceed".
6. Complete your personal information again (this time, entering in your SS#, DOB and any aliases you have used in the past). Select "Enter this Request".  
If you enter your SS#, your results could come back quicker.
7. The same screen will appear again, but when you scroll down, you should see "View Queued Record Check Requests (1)". Select "Finished".
8. You will be prompted to review the information. Then select "Submit" to proceed with payment information (Credit Card Only).
9. Select "Check out".
10. After you submit payment, your results will appear.

#### **TO OBTAIN THE OFFICIAL CERTIFICATE:**

1. Click on the BLUE hyperlinked Control # number.
2. Scroll down and select "Certification Form".
3. Select "SAVE" in the top right-hand corner. Send the certificate to your supervisor.
4. If you accidentally leave the webpage without being able to "save" the certificate, you should receive an e-mail titled "PATCH Request Completed". Check your spam folder. This e-mail contains the Control Record # in addition to the link to log in to view your certificate.
5. Contact the PATCH Help Desk at 1-888-783-7972 for any assistance.

**SEE EXAMPLE PHOTOS ON FOLLOWING PAGES**



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Pennsylvania Access To Criminal History  
 Commissioner Robert Evanchick Gov. Thomas W Wolf  
 Home Record Check Help

## Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests			
Control #	Subject Name	Date of Request	Status
One item found. 1			

Home Record Check Help

## Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.

Control: [Redacted]

Requested by: [Redacted]

Subject Name: [Redacted]

Alias/Maiden Name 1: [Redacted]

Race: [Redacted]

Sex: [Redacted]

Date of Birth: [Redacted]

Social Security #: [Redacted]

Reason for Request: Employment

Status: [Redacted]

Request Date: [Redacted]

Last Update Date: [Redacted]

Fee: [Redacted]

Payment Method: [Redacted]

Invoice #: [Redacted]

[Certification Form](#)



## INSTRUCTIONS FOR EMPLOYEES: Obtaining Clearances

Print Save Back

Pennsylvania State Police

1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]  
Date of Birth: [REDACTED]  
Social Security #: [REDACTED]  
Sex: [REDACTED]  
Race: [REDACTED]  
Date of Request: [REDACTED]  
Purpose of Request: Employment  
Maiden Name and/or Alias (1) [REDACTED] (2)  
(3) [REDACTED] (4)

\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R22675968 \*\*\*

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

Lt. Earl H. Rhoades  
Director of Criminal Records & Identification  
Pennsylvania State Police

DISSEMINATED BY: SYSTEM  
11/18/2019 08:47 AM



## **INSTRUCTIONS FOR EMPLOYEES: Obtaining Clearances**

### **Act 151 – PA Child Abuse Background Check**

**CURRENT COST:** \$13.00

**REQUIRED RENEWAL:** Every 5 years

**ESTIMATED PROCESSING TIME:** Up to 14 days after submission

**TO START:** Click [here](#)

#### **INSTRUCTIONS:**

1. Select "Create Individual Account"; select "Next".
2. Create a new Keystone ID to log in; select "Finish".
3. When prompted to select "Application Purpose", choose.
4. Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program activity or service...a youth camp or program...
5. Proceed with completing personal information, including past addresses and names of anyone you've ever lived with since 1975.
6. Submit payment information.
7. You should receive an e-mail verifying that your clearances application has been received. You should receive your official results via e-mail within 14 days.

#### **TO OBTAIN THE OFFICIAL CERTIFICATE:**

8. Open the email that was sent to you (may take up to 14 days) OR
9. Return to the home page > Individual Login > Access my Clearances > Continue > click on "To view results, click here".



## INSTRUCTIONS FOR EMPLOYEES: Obtaining Clearances

### **Act 114 – FBI Fingerprinting from the Dept. of Education**

**CURRENT COST:** \$23.65

**REQUIRED RENEWAL:** Every 5 years

**ESTIMATED PROCESSING TIME:** Unofficial results take approximately 2 weeks (sent via .pdf in e-mail); Official results take up to 1-2 months after in-person appointment

**TO START:** Click [here](#)

#### **INSTRUCTIONS**

1. Visit the website link above
2. Enter service code: 1KG6XN (this is for Employees in School Districts)
3. Select "Schedule or Manage Appointment"
4. Complete personal information
  - a. **NOTE:** It will ask you if you have an "authorization code (coupon code)". Select "No".
5. "Documents": select the document that you will bring to your appointment (i.e., Passport or Driver's License)
6. "Location": select the location that you will go to for your appointment.
7. You can schedule an appointment, or you can select the Walk-In method.
8. You will not need to pay until you are at the center.
9. Print out or screenshot your confirmation page. Take this with you to your scheduled appointment.
10. Provide a copy of the receipt to your supervisor at Venture Outdoors.
  - a. **NOTE:** The receipt contains the "UE ID" number, which is critical for PPS to obtain. Be sure that when you send the receipt to your supervisor, it includes the "UE ID" number.

#### **TO OBTAIN THE OFFICIAL CERTIFICATE:**

1. When the results are mailed or e-mailed to you, provide a copy of the official results to your supervisor at Venture Outdoors.
  - a. **NOTE:** you can only download the results ONCE, so make sure you are at a computer where you can save the file when you open it the first time.
2. To request another copy of an existing fingerprint clearance, you may contact the state to request the document be mailed to you by calling the Pennsylvania Department of Human Services Childline unit at 877-371-5422 and selecting the option to speak with a representative in the fingerprint clearance division.



## **INSTRUCTIONS FOR EMPLOYEES: Obtaining Clearances**

### **Act 83 - Mandated Reporter Training**

**CURRENT COST:** Free

**REQUIRED RENEWAL:** n/a

**ESTIMATED COMPLETION TIME:** This training takes 3 hours online (you can save and continue at a later time)

**TO START:** click [here](#)

#### **INSTRUCTIONS**

1. Select "Registration" tab on the top left corner
2. Complete information to create an account; select "Submit"
3. Record your login credentials for future reference, log into your account.
4. Under the Your Courses tab, select "Recognizing and Reporting Child Abuse". Open the link to launch the course.
5. Please note, the course takes a minimum of 3 hours to complete. *You do not need to complete it all in one sitting.*
6. After you complete the online training, a certificate will come up at the end. Screenshot the certificate and send it to your supervisor.



## **INSTRUCTIONS FOR EMPLOYEES: Obtaining Clearances**

### **First Aid/CPR certification**

**CURRENT COST:** Ranges from \$25-\$120

**REQUIRED RENEWAL:** Typically, every 2 years

**ESTIMATED COMPLETION TIME:** Classes are typically 3-6 hours in-person; others have a hybrid option with some online coursework, then some in person coursework.

**TO START:** Search online for available courses; also, speak to your hiring supervisor, since Venture Outdoors occasionally offers this class for a low rate

### **NOTES**

1. Contact your supervisor at Venture Outdoors to see if they are offering any upcoming First Aid/CPR classes.
2. Wilderness First Aid and Wilderness First Responder certifications can count towards this certification (as long as you earned CPR in your course).