ACT 153 OF 2014 BACKGROUND CLEARANCES

Pennsylvania Legislation
In 2014 the Pennsylvania Legislature passed, and the Governor signed, legislation requiring expanded clearance checks for employees at Millersville University. Effective December 31, 2014, university employees are required to obtain three Pennsylvania clearances listed as follows:

- Criminal Background Check (Act 34)
- Child Abuse History Clearance (Act 151) and
- FBI Federal Criminal History-Fingerprinting (Act 114)

Below are instructions for completing these three clearances. Act 34 must be completed before a contract/appointment letter is offered. If you have received a contract or letter of appointment, you have cleared Act 34.

After clearing Act 34, and on or before your first date of employment, you need to bring, mail or scan and email three documents to the Office of Human Resources:

1. A document verifying you have been fingerprinted
2. A document verifying you have started the PA Child Abuse Clearance
3. A completed, signed Certification for Provisional Employment (available on the Forms section of the university’s Human Resources web site)
   http://www.millersville.edu/hr/forms/index.php

When these three items have been received by the Office of Human Resources, you will be hired on a provisional basis and will have 90 calendar days to bring or mail the originals of the completed results of the Act 151 and Act 114 checks to the Office of Human Resources.

Given the length of time required for these checks, it is important you follow the steps below promptly.

ACT 34 (CRIMINAL RECORD CHECK)
This background check is done as part of the application process. Candidates who are recommended for hire will receive two separate emails prior to receiving a contract or offer of employment. One email will provide a link and login instructions for completing the background check; the other email will provide the security pin to access the system. The link will expire in 72 hours. Results of the background check will be provided directly to Millersville University. If you have received a contract or letter of appointment, you have cleared Act 34.

ACT 114 (FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING)
The university requires that you be fingerprinted before you can begin work. This process has two steps. First you register online and then you are fingerprinted.

Register online
1. Go to the following website: https://www.pa.cogentid.com
2. Click on the icon for the DEPARTMENT OF HUMAN SERVICES.
3. Under Registration, click on the Register Online Link. Only complete what is marked with an *.
4. Payment Type: Select Agency from the dropdown.
5. Agency ID: Enter PADW65045 – then tab. Millersville University information should populate down to billing password.
7. Reason Fingerprinted: Select “Employment with Significant Likelihood of Regular Contact with Children” from the dropdown.
8. After your registration is complete, you will be assigned a Registration Identification Number (starts with letters ‘PAD’).
9. Print out this form and take it to the location where you will be fingerprinted.

Fingerprinting at the nearest official Cogent Site
Take your registration form, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (Pennsylvania locations can be found at Cogent web site under Useful Links, Find a Fingerprint Location). There are 2 close sites to Millersville: (1) UPS Store #3413 in the Stone Mill Plaza on Columbia Avenue, Lancaster; and (2) UPS Store #1005 in the Centerville Square Shopping Center on Centerville Road, Lancaster.

Your Act 114 results will be mailed to you at the address you provide. Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted. Complete process of the results should take no longer than six weeks. If results are not received within six weeks by mail, only then call (717)783-6211 or 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the completed results of the Act 114 to the Office of Human Resources.

**Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.

When you have received the original of this clearance and the Child Abuse clearance, mail or bring them to the Office of Human Resources.

**ACT 151 (CHILD ABUSE HISTORY CLEARANCE)**
The university requires that the PA Child Abuse background clearance check be started before you can begin working.

To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have lived with someone who is now deceased, you must still list their first and last names as well as their relationship to you. If you do not provide the names of your parents, your clearance will be delayed. Also your clearance will be processed more promptly if you provide your social security number, though this is not required.

Before beginning this online clearance, please email the Office of Human Resources – human.resources@millersville.edu - for your individual Payment Code so Millersville University can be billed directly.

To complete this clearance
1. Go to https://www.compass.state.pa.us/cwis and create a new account. To do that you need to provide basic personal information and create security questions. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3 and simply go to step four and access your clearances.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at https://www.compass.state.pa.us/cwis. You will be prompted to create a permanent password.
4. You will then log on again to https://www.compass.state.pa.us/cwis and start a clearance application.


6. You will need to provide addresses where you have previously lived, names of all individuals with whom you have lived and any previous names you have used or been known by such nicknames, aliases, or maiden names.

7. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.

8. Application Payment: select YES for Payment Code Provided; next enter your individual payment code provided by the Office of Human Resources; and then check the box that says: “By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application.” Then submit your application.

9. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records. In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.

10. To retrieve your Act 151 Child Abuse History Clearance, please log into the Child Welfare Portal, https://www.compass.state.pa.us/cwis/public/home click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu).

11. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the completed results of the Act 151 check to the Office of Human Resources.

**When you have received this clearance and the FBI fingerprinting clearance, mail or bring them to the Office of Human Resources.**

IF YOU HAVE QUESTIONS,
CONTACT HUMAN RESOURCES:
Email: Human.Resources@millersville.edu
Phone: (717) 871-4950