

APSCUF FACULTY BACKGROUND CLEARANCE INSTRUCTIONS CURRENT FACULTY

Pennsylvania Legislation

All faculty teaching non-matriculated minors must have the three (3) background checks completed in compliance with the Child Protective Services Law.

Criminal Background Clearance (Act 34)

FBI Federal Criminal History-Fingerprinting (Act 114) – Dept. of Human Services

Child Abuse History Clearance (Act 151)

Below are instructions for completing these three clearances. The university covers the costs of these three clearances.

ACT 34 CRIMINAL RECORD CLEARANCE

When you are ready to begin the Act 34 Criminal Record Check, please use the following instructions:

1. Email Human.Resources@millersville.edu
2. Subject: Act 34
3. Body: Write out – First Name, Last Name and the email address where you would like to receive the Act 34 information
4. **The Act 34 link will only be available for 72 hours.** The application should take approximately 15 minutes to complete. Please email Human Resources when you know that you will have the time to complete the application within the 72-hour timeframe.

When the Act 34 background check is initiated, you will receive two separate emails.

- One email will provide a link and login instructions for completing the Act 34 background check
- The other email will provide the security PIN to access the system.

Results of the background check will be provided directly to Millersville University. You will be notified when the clearance has been completed and results received

ACT 114 FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING CLEARANCE

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.
6. Billing password: **P14CCC3928**
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.**

Get Fingerprinted

You can be fingerprinted on campus on one of the days FingerprintingNOW, a vendor, will be here to fingerprint employees or you can be fingerprinted by the nearest official Cogent Site.

- Fingerprinting on campus by FingerprintsNOW
Please reserve a time by logging on to SignUpGenius:
<http://www.signupgenius.com/go/20f0b4ea9a728a7f94-fingerprint>. Don't forget to bring your Registration ID Form that contains your Cogent Registration Identification Number (starts with letters ‘PAD’) and a photo ID or your Millersville ID card.
- Fingerprinting at the nearest official Cogent Site
Take your Registration ID Form, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (Pennsylvania locations can be found at the Cogent website 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 877-371-5422. You will have 90 calendar days to bring or mail the originals of the results to the Office of Human Resources.

When you have received the original of this clearance and the Child Abuse clearance, mail or bring them to the Office of Human Resources, Dilworth Building Room 105.

ACT 151 CHILD ABUSE HISTORY CLEARANCE

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.

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 click on CREATE INDIVIDUAL ACCOUNT. You will 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.)
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. Log on again to <https://www.compass.state.pa.us/cwis> and start a clearance application.
5. Part 1 – Application purpose: Select SCHOOL EMPLOYEE NOT GOVERNED BY PUBLIC SCHOOL CODE: APPLYING AS A SCHOOL EMPLOYEE NOT GOVERNED BY SECTION 111 OF THE PROVISIONS OF THE ACT OF MARCH 10, 1949 (P.L. NO. 14) KNOWN AS THE PUBLIC SCHOOL CODE OF 1949.
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 results 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, Dilworth Building Room 105.

IF YOU HAVE QUESTIONS, CONTACT HUMAN RESOURCES:

Email: Human.Resources@millersville.edu

Phone: (717) 871-4950