



MEMO

HUMAN RESOURCES

TO: Prospective New Hires

FROM: Christina M. Fleeger
Interim Executive Director of Human Resources/
Equal Opportunity Compliance Officer

SUBJECT: Mandatory Background Clearances for All Newly Hired Employees

Please be advised that all offers of employment with Butler County Community College are contingent upon having and passing the following background clearances **prior to your start date**:

- PA Child Abuse Clearance through the PA Department of Human Services;
- PA State Police Criminal History Record; and
- Federal Criminal History Record through the Federal Bureau of Investigation (FBI) via the PA Department of Human Services.

For information regarding these clearances, please visit the website at <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

PA Child Abuse Clearance through the PA Department of Human Services

You must select "Create Individual Account" and create your Keystone ID at the PA Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home> After registering, you will be emailed a temporary password. You will return to the above website and select "Individual Login." On the next screen, you will select "Access My Clearance" and enter your username (Keystone ID) and temporary password. You will be asked to create a password. Once you are finished, you will return to the above website and select "Individual Login." On the next screen, you will select "Access My Clearance" and enter your username (Keystone ID) and new password to proceed with the registration. When completing the online clearance application you should select "School employee not governed by Public School Code" as the application purpose. You will need to provide personal information including any addresses that you resided and all individuals with whom you have lived with since 1975. The cost of the clearance is \$8.00. Once you receive the results, you will need to provide the history clearance report to the HR Office.

PA State Police Criminal History Record

The PA State Police Criminal History Record can be obtained instantly online and there is "no record" found. The online registration can be found at <https://epatch.state.pa.us/Home.jsp> You will need to provide any aliases and/or maiden name. The cost of the clearance is \$8.00. If "no record" is returned, you should print a copy of your invoice and certification form. You will need to provide the certification form to the HR Office.

Federal Criminal History Record through the Federal Bureau of Investigation (FBI) via the PA Department of Human Services

You must select "Register Online" under "Registration" at the Cogent website at www.pa.cogentid.com/index_dpwNew.htm before a designated location can take your fingerprints for the FBI clearance. When completing the online applicant registration, you should select "Employment with a significant likelihood of regular contact with children" as the Reason Fingerprinted. Please note that this option should be selected whether or not your position will have regular contact with minors. The College's position is that all employees have access to have contact with minors and therefore this clearance is required. The cost of the clearance is \$23.00.

Once you have completed the online registration, you will need to print the confirmation page with Registration ID and Payment Confirmation Number and take it to one of the fingerprinting site locations. Once you receive the results in the mail, you will need to provide the document to the HR Office.

To view the FBI clearance fingerprinting site locations in the surrounding area, please visit the website listed above and select "Print Locations & Hours" under "Print Site Locations." For example, the closest location to our Main Campus is The UPS Store, 620 Butler Crossing, Suite 3, Butler, PA 16001. Hours of operations for fingerprints are 10:00 a.m. – 4:00 p.m., Monday through Friday.

Background Clearance Disclosure Statement

The attached Background Clearance Disclosure Statement must be signed and also returned to the HR Office **immediately**.

All applicants except student applicants who are extended an offer are responsible for all fees associated with the above clearances. If you reside outside of the state of Pennsylvania, you are responsible for obtaining the State Police Criminal History Record for the State in which you reside and the associated fees. The Human Resources Office will work with student applicants to obtain the required clearances.

You must obtain the above clearances and submit them to the Human Resources Office **prior to your start date**. If you already have these clearances and they are less than one (1) year old, you may submit these documents for the HR Office to review and validate along with the Background Clearance Disclosure Statement. Clearances once obtained expire 60 months from the date of issue.

You are responsible for ensuring your clearances are up-to-date at all times.

If you have any questions or need assistance in obtaining these clearances, please contact the HR Office at (724) 287-8711, Ext. 8291 or 8353.

Your cooperation and understanding is greatly appreciated as we ensure compliance with the state laws.

Attachment