KINNEY CENTER
For Autism Education and Support

Kinney Center Clearances

In order to participate in Kinney Center programs, students must obtain the following clearances:

- Pennsylvania State Criminal History Record (Act 34)
- Pennsylvania Child Abuse History Clearance (Act 51)
- Federal FBI Criminal History Report
- TB Skin Test

Background Clearance Forms

The Commonwealth of Pennsylvania requires all individuals working with children to obtain the following clearances:

- Pennsylvania State Criminal History Record (Act 34)
- Pennsylvania Child Abuse History Clearance (Act 51)
- Federal FBI Criminal History Report

Kinney SCHOLARS must have these clearances prior to beginning of the first day of employment with Kinney Center participants. All clearances must be valid through to the end of their time of employment.

The PA State Criminal History Record, and a PA Child Abuse History Clearance are valid for one calendar year. The Federal FBI Criminal History Report is valid for as long as student status is maintained at Saint Joseph's University.

Students are individually responsible for renewing their clearances before they expire. All students must confirm that the Kinney Center for Autism Education and Support possesses a valid copy of all their clearances before employment begins.

Students who do not have all clearances will not be allowed to work at the Kinney Center.

How do I obtain clearances?

1. **Pennsylvania State Criminal History Record**
   a. To submit an online request for a Pennsylvania State Criminal History Record (Act 34), https://epatch.state.pa.us/Home.jsp.
      i. Click on "submit a new record check"
      ii. Reason for request: "Employment"
      iii. Click the invoice number (in blue) to print a receipt
      iv. Click "Certification Form" to print results (immediately if no record reported, within 21 days if record reported)

2. **Pennsylvania Child Abuse History Clearance**
    https://www.compass.state.pa.us/cwis/public/home

    I.   Select "Create a New Account" (If first time doing clearances online) or login
    II.   You will select your own personal Keystone ID
    III.   Once you submit your information, you will receive a temporary password via email
    IV.   Select "log-in" and use your Keystone ID and temporary password
    V.   Create your permanent password, review the disclosures (follow prompts), and select "Create Clearance Application"
    VI.   Follow the prompts to complete the application
    VII.   Click on "Finalize and Submit Application"
    VIII. Print results online (you will receive an email notice when the background check is finished processing, it can take ~14 business days)

3. **Federal FBI Criminal History Report**

    FBI Fingerprint Check ($22.60):

    - Registration Site - The applicant must register prior to going to the fingerprint site. 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 is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic registration is available at 1-844-321-2101Monday through Friday, 8am to 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.
    - *Your Service Code for registration is 1KG756*
    - Payment - The applicant will pay a fee of $22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to MorphoTrust will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.
    - Fingerprinting - you will need your registration receipt and proper ID (see website):
    - The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. Results will be mailed directly to the mailing address you provided (after you have your fingerprints taken, typically takes about 2 weeks.
    - Additional information can be found on the Department of Human Services' website here.

4. **Tuberculin Skin Test**
Students can obtain a proof of Tuberculin Skin Test by visiting the Student Health Center in Sourin Hall. Click here for Health Center hours:
https://sites.sju.edu/studenthealthcenter/