

## Required Personnel Forms for CIU10 Independent Contractors

Central Intermediate Unit 10 follows the PA School Code which requires background checks for all school entity (public and non-public) employees, contractors and student teachers who have direct contact with children. Clearances are not acceptable when processed for "Volunteer" status. Clearances are good for 60 months. There will be fees associated with the clearances. The following are required for employment:

### PA State Police Criminal History Check Clearance Act 34

- Go to website: [Act 34 – PA Criminal History Clearance](#)
- Click on Submit a New Record Check
- There is a \$22 non-refundable fee for each request made
- Go to "Submit a New Record Check" and accept the terms and follow the Individual Request process
- Be sure to print/save confirmation of the receipt for proof of submission
- Immediately after submission, you will receive a status: no record, request under review, pending
- Results must be within one (1) year prior to the start of your CIU10 contract

### PA Child Abuse Clearance Act 151

- Go to website: [Act 151 – PA Child Abuse Clearance](#)
- Either Create Individual Account (if never completed before) or Individual Login (if completed before)
- You will either need to access your clearances to provide a copy if within the year, or will need to follow the process to complete a new clearance request
- The cost for this clearance is \$13.00
- Most results appear within 10 minutes of submission – you will be notified via email
- Results must be within one (1) year prior to the start of your CIU10 contract

### FBI Fingerprint Clearance Act 114

- You must register online before walking into a site to have your fingerprints taken
- Go to website: [Act 114 – FBI Fingerprinting](#)
- Use service code (1KG6S7)
- Cost for this is \$23.85 to secure an unofficial copy of the Criminal History Record
- After fingerprints have been completed you will receive confirmation of results via mail or email
- Results must be within one (1) year prior to the start of your CIU10 contract

**Sexual Misconduct Clearance Act 168**

- This form must be completed by your current and previous employers where you have worked with children
- Once your employer completes and signs the form, they will need to mail it to the CIU10 Galaxy Department.
- Click the link to be taken to the form: [Sexual Misconduct Clearance Act 168](#)
- Form(s) must be completed within one (1) month prior to the start of your CIU10 contract

**Act 126 – Mandated Reporter – Free**

- If you already completed Mandated Reporter training within the past 5 years (prior to the start of your CIU10 contract), please provide the certificate you received for completing that training.
- If you have not completed a Mandated Reporter training within the last 5 years, please complete the program at <https://www.reportabusepa.pitt.edu/>
- Timeframe for this training is about 3 hours.
- Please provide the certificate you receive for completing the training.

**Tuberculosis (TB) Testing with a Negative Result**

- Most insurances cover the cost of this test
- All test must be completed and read within the 72 medical guidelines
- Please ensure adequate times and appointments for this test to be completed
- Your doctor will provide you with a form confirming your result.
- Results must be within three (3) months prior to the start of your CIU10 contract

**Arrest/Conviction Report and Certification Form 6004**

- This form must be completed by you in its entirety.
- You will need to mail it to the CIU10 Galaxy Department.
- Click the link to be taken to the form: [FORM 6004](#)
- Form must be completed within one (1) month prior to the start of your CIU10 contract.