

# OTTO-ELDRED SUBSTITUTE REQUIREMENTS

## **Transcripts:**

All Substitute Teachers **MUST** request to have their sealed transcripts mailed/emailed to Mrs. Strait at the District Office.

## **Emergency Cert:**

All Substitute Teachers **MUST** apply for an emergency permit from the Pennsylvania Department of Education (PDE) before subbing.

To apply for the permit please do the following:

- Go to the PDE (TIMS) website at [https://www.mypdeapps.pa.gov/\(S\(em1ejuumdyzqmz3gwnvxah5q\)\)/Login/wfKeystoneLogin.aspx](https://www.mypdeapps.pa.gov/(S(em1ejuumdyzqmz3gwnvxah5q))/Login/wfKeystoneLogin.aspx)
- Register and create a login id (sometimes they need 24 hours before the system will allow you to apply for an emergency permit.)
- Apply for an emergency permit (it should be called a day-to-day substitute emergency certificate).

## **Clearance Requirements:**

### **CRIMINAL RECORD CHECK (ACT 34)**

The Pennsylvania State Police has also established a web-based computer application called “Pennsylvania Access To Criminal History.”

(PATCH) [Pennsylvania Access to Criminal History \(PATCH\) Web Site](#)

**Choose:** Select a New Record Check, **Choose:** Individual Request

**Check Status of Previously Submitted Criminal History Request** If you have submitted your criminal history request on-line and know your control number, [Click Here](#). If you do not know your control number, or for additional criminal history request questions call the PATCH Help Line toll-free at: 1-888-QUERY-PA (1-888-783-7972)

### **Fee:**

-SP4-164- **\$22.00**, Standard Record Check Request.

### **PA CHILD ABUSE HISTORY CLEARANCE (ACT 151)**

#### **Requirements:**

- Clearances that have been obtained in Pennsylvania within the past 60 months are acceptable and considered current.
- Clearances obtained for volunteer purposes are **not** acceptable for employment purposes.
- New/potential employees must:
  - Submit current clearances before starting employment or show proof of applying for clearances and sign a disclosure statement before starting employment on a provisional basis.
  - Clearances for employment purposes are **\$13**. Background check fees for volunteers are waived one time within a 5-year period. Refunds are not provided for applicants who submit over-payments with their background check paper applications.
- A Child Abuse Clearance can be obtained through the [Child Welfare Portal](#).

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### ELECTRONIC SUBMISSION - [Online](#) Child Abuse History Clearance:

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

### FINGERPRINTING-FBI REPORTS (ACT 114)

#### Fingerprinting Process:

**Pre-Registration** is required either online or by phone. To register online, please go to [www.identogo.com](http://www.identogo.com); by telephone please call 1-844-321-2101 and listen to the options menu.

The location our District typically uses is the Seneca Highlands IU9 in Smethport, PA.

When you register, the employer will have to provide a service code.

This service code is: **1KG6XN**

Once registered, you may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website. It is strongly encouraged that the employee or volunteer contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.

**Fee:** Approximately **\$28.75**

### SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)

ALL current and former employers that were school entities and/or where the applicant had direct contact with children need to complete the "Sexual Misconduct/Abuse Disclosure Release" form. Obtain this form from Mrs. Strait in the District Office.

### ARREST/CONVICTION DISCLOSURE RELEASE (ACT 24)

ALL current and former employers that were school entities and/or where the applicant had direct contact with children need to complete the "Arrest/Conviction Disclosure Release" form. Obtain this form from Mrs. Strait in the District Office.

### REQUIRED TRAINING

Below is a link to the required training. Employees can sign up individually. Completed certificate should be sent to Mrs. Strait in the District Office.

#### Child Abuse Awareness Training-3hrs (ACT 126):

- <https://www.reportabusepa.pitt.edu/>
- Register or login, then follow instructions