



## MEMORANDUM

**TO:** New Hire Candidates  
**FROM:** Human Resources  
**SUBJECT:** Mandatory Background Clearances under PA Act 15

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The Commonwealth of Pennsylvania has passed legislation designed to better protect the children of Pennsylvania. The legislation **requires** certain background clearances for employees who may have direct interaction with children under the age of 18.

PA Act 15, signed into law by Governor Wolf on July 1, 2015, set forth important clarifications and deadlines relative to the background clearance requirements. Amongst other things, the law requires that community colleges ensure that all faculty who will be teaching students in dual/concurrent enrollment programs have the required clearances. Similarly, the statute requires that employees having routine contact with non-matriculated minors also obtain the certifications.

The position for which you were made a contingent offer of employment has been identified by Northampton Community College as one in which the **clearances are required prior to your start date.**

The three (3) required clearances are as follows (See table below for additional information):

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

There are fees associated with these clearances. The candidate is responsible for these fees. Since the clearances are transferable from one employer to another, the College will not offer reimbursement.

For instructions and forms related to obtaining clearances please visit the following website: <http://keepkidssafe.pa.gov/resources/clearances/index.htm>

Candidates are responsible for obtaining the results of their clearances and submitting them to the Human Resources Office ("HR") for review. HR will record the last effective date of each clearance into Workday for tracking purposes, and advise when renewals are required. The clearances expire sixty (60) months from date of issue.

If you have previously obtained the required certifications, and they have not yet expired (meaning they are less than 5 years old) you should submit these documents to HR for review.

Thank you in advance for your understanding and support as we undertake efforts to ensure that we are in compliance with state law.

Background Check Component	Responsible Party	Comments
FBI National Screen w/Fingerprinting	Candidate	Must follow <b>PA Dept. of Human Services</b> process via <a href="https://uenroll.identogo.com">https://uenroll.identogo.com</a> (Please use service code <b>1KG756</b> . If you will be working in one of our Children’s Centers, use service code 1KG738) Candidate responsible for fee. If candidate has valid clearances they may be transferable-candidate to confirm with Human Resources.
PA Child Abuse	Candidate	Must follow <b>PA Department of Human Services</b> process via <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a> (not governed). Candidate responsible for nominal fee. If candidate has valid clearances they may be transferable-candidate to confirm with Human Resources.
PA State Police	Candidate	Submit request through PA State Police. Candidate responsible for nominal fee <a href="https://epatch.pa.gov/">https://epatch.pa.gov/</a> <b>**MUST CLICK ON “SUBMIT A NEW RECORD CHECK. DO NOT USE VOLUNTEER OPTION**</b> If candidate has valid clearances they may be transferable-candidate to confirm with Human Resources.
Other Core Background Screen Elements	Office of Human Resources	Candidate will receive consent form via Hire Right.