

# KEYSTONE SCHOOL DISTRICT

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District Office  
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**To:** Prospective & Current Employees, Independent Contractors, Class II Volunteers and Chaperones  
**From:** Shawn Algoe, Superintendent  
**Date:** August 18, 2015  
**Re:** Employment Requirements (UPDATED)

*Prospective employees, independent contractors, class II volunteers and chaperones must submit the following four (4) clearances prior to employment/service. These clearances must be updated every five years as required by Act 153 if you stay in the employ of the Keystone School District for five (5) or more years.*

**1) CHILD ABUSE CERTIFICATION STATEMENT (ACT 151)**

As of Dec. 31, 2014, requests for certification statements may be made online at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) at a cost of \$8.00. The Department of Human Services (DHS) strongly encourages applicants to apply for their Child Abuse History Certification electronically to streamline the process.

**2) PENNSYLVANIA STATE POLICE REPORT (ACT 34)**

Pennsylvania State Police Reports cost \$8.00 and may be accessed via <https://epatch.state.pa.us/Home> or by accessing Form SP4-164 on the state police website and mailing the request form to Pennsylvania State Police Central Repository-164, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758.

**3) FBI FINGERPRINTING CLEARANCE (ACT 114)**

FBI reports cost \$28.75. Application forms and instructions can be accessed via <https://www.pa.cogentid.com> or by calling 1-888-439-2486. Make certain you select and register under the Pennsylvania Department of Education (PDE). When you register to be fingerprinted you will receive a confirmation number starting with PAE. You must have this confirmation number and a valid photo ID to be fingerprinted.

**4) ARREST/CONVICTION REPORT AND CERTIFICATION FORM (ACT 24)**

No cost; can be obtained from the Keystone School District.

*Act 168 of 2014 amends the Public School Code of 1949, to provide direction regarding employment history reviews for all new employees who will have direct contact with children. Prospective employees and independent contractors must also submit one employment history review for ALL current employers and to former employers that were school entities and/or where the applicant had direct contact with children.*

**5) COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)**

One form must be submitted to Keystone School District for ALL current and former employers that were school entities and/or where the applicant had direct contact with children. Direct contact with children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children". You do NOT send the Disclosure Release to your current/former employers; this must be completed by the Keystone School District. Current and former employers have 20 business days to provide the requested information. Paper forms are available from the Keystone School District; electronic forms can be located under the Employment link on the Keystone School District website ([www.keyknox.com](http://www.keyknox.com)).

*Act 126 of 2014 made significant adjustments to the Mandated Reporter requirements. The definition of mandated reporter includes anyone who has direct contact with children through the course of their employment or through volunteer work.*

**6) MANDATED AND PERMISSIVE REPORTING IN PENNSYLVANIA (ACT 126)**

This training is free of charge and meets Act 126 requirements. Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) (if you have not previously registered, please click the "Registration" link at the top of the page. Enter your username and password to log on. Upon completion, print your certificate of completion and submit to KSD.