

Applying for Clearances

The information and links below pertain to individuals who are seeking a position with the Northwest Area School District. Click on the following links to go directly to the registration pages for Act 34, Act 151, Act 114 and Act 126.

Northwest Area new hires will be required to provide approved original clearances during the employment intake process.

Act 114

FBI Criminal History Report (Fee: \$22.60)

Please follow the steps in this order.

1. Register with [IdentoGO](#) electronic fingerprinting service.
You will need to enter the service code to get started. For Northwest Area School District employment, the Service Code is **1kg6xn.**
 - o Please note: For all other service codes issued by the PA Department of Education, please click on this [link](#) for service codes. You must choose the code that is accepted for the applicable particular agency / organization.
2. Click the “*Schedule or Manage Appointment*” link to start the registration process. Complete the required (*) fields and click the blue “*Next*” button to continue. You will need to complete all required information to create your bio and to answer all citizenship and other personal demographic questions.
3. Choose the required identification material(s) you will bring to your fingerprinting appointment. Then select a date and time to schedule your appointment.
4. Please print the confirmation page and report to an approved [IdentoGO](#) fingerprint location for your scheduled appointment. To find an approved location, please click [here](#) to enter your Zip code to find a list of local [Fingerprint Enrollment Centers and Hours](#).

Act 34

The [Pennsylvania State Police Request for Criminal Records Check](#) (Fee: \$22)

The Pa. State Police use a web-based computer application for which you must use a credit card to pay the fee. The results will not be mailed. You must return to the ePatch site and print your criminal history check results.

Act 151

Child Abuse Report (Fee: \$13)

[Electronic Application Submission](#) Click “*Create Individual Account*” then click the “*Next*” button to apply for a Keystone ID account. You will be required to pay the \$13 fee via credit card. 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. Please make sure to print a copy for your records.

Act 126 - Mandated Reporter Training

The Child Welfare Law - PA Act 126 and (24 P.S. § 1205.6) requires school entities to provide all employees and district personnel, including any person who has direct contact with children, with mandatory training on both child abuse recognition and reporting. Please note that all prospective and current Northwest Area School District employees are required to complete this training, regardless of whether they have direct contact with children.

The free online Act 126 training is available online at no cost through the University of Pittsburgh and must be completed prior to your first day of work. Click <https://www.reportabusepa.pitt.edu>.

In addition, the Pennsylvania Department of Education, in compliance with Pennsylvania Act 126, requires a minimum of three (3) hours of Mandated Reporter Training to occur once every five (5) years during your employment with the Northwest Area School District.