

Background Check Completion Instructions for Internal Events

Prior to supervising activities in which minors will be present, all coaches/counselors/supervisors/students that will be participating the event will need steps 1 through 4 completed and verification needs to be turned into Barb Funk at Conferences and Events. Once verification is completed, it will be kept on file.

1. PA Criminal record check- epatch.state.pa.us/Home.jsp
2. PA Child Abuse record check- www.compass.state.pa.us/cwis/public/home
3. FBI fingerprinting record check- www.identogo.com/
4. Mandated Reporter Training

IF YOU ARE A CLARION UNIVERSITY EMPLOYEE OR A WORK STUDY EMPLOYEE

You must request an individualized link from Amy Salsgiver in Social Equity at asalsgiver@clarion.edu. Once you receive this link, proceed as directed.

IF YOU ARE NOT A CLARION UNIVERSITY EMPLOYEE OR A WORK STUDY EMPLOYEE

This training needs to be completed yearly. Follow the link below.

www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21

Failure to provide verification of this training and clearances will result in not being able to participate in your event or possibly your event being cancelled. PA Criminal, PA Child Abuse, FBI and Mandated Reporter Training Certificate must be registered with Protection of Minors 30 DAYS PRIOR to the event so they may be verified.

For complete information of Clarion University's Protection of Minors Policies, please visit:
www.clarion.edu/POM

Questions regarding this process and requirements can be directed to Barb Funk at bfunk@clarion.edu or 814-393-1763.