



LHU Policy No – LHU-46
Original Date – March 1, 2015
Last Review Date – April 20, 2020
Last Update Date – April, 20, 2020
Next 5-Year Review Date – April, 2025

Background Clearance Policy

In accordance with Act 153, of 2014 (HB 435), Board of Governors Policy 2009-01: Criminal Background Investigations, and Board of Governors Policy 2014-01-A: Protection of Minors, all newly hired and current faculty/staff/coaches and student employees are required to satisfactorily complete the background investigation which includes, but is not limited to Act 34, Pennsylvania Criminal Record Check; Act 151, Child Abuse Clearance; and Act 114, Federal Bureau of Investigation (FBI) Criminal Background Check. Lock Haven University covers the costs associated with this process.

Newly hired faculty/staff/coaches and student employees must complete this process prior to beginning employment. To begin employment the Human Resources Department must have the "Arrest/Conviction Report and Certification Form" and verification of your three background clearance results on file prior to your first day of employment.

New employees may be hired and new volunteers may be appointed on a provisional basis only if their contact is limited to either (a) prospective students visiting campus or (b) matriculated students enrolled with the institution. Any new employees or volunteers who will have contact with dually enrolled minors or minors in contexts outside of prospective students visiting the campus may not be provisionally employed or appointed. Those individuals must have all required background clearance results before beginning employment/service.

The following are the list of clearances required. The directions on how to obtain the clearances will be sent to you from the HR office with your contract for employment

- **Act 34 Pennsylvania Criminal Record Check**
If you have questions about the Pennsylvania State Police Request form for Criminal Record Checks form (SP4 164), please call: 1-888-783-7972. Additional information can be found at: <https://epatch.state.pa.us>.
- **Act 151 Child Abuse Clearance**
If you have any questions about the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 1-877-371-5422. Additional information can be found at <https://www.compass.state.pa.us/CWIS>

- **Act 114 FBI Criminal Background Check**

Additional information can be found at: <https://uenroll.identogo.com/>

Below is a current list of employment offices that complete the Identogo process:

Company	Address	Phone	Hours
LHU-Public Safety	Glennon Building 32 Glenn Road Lock Haven	570-484-2278	Call Sherry Herritt for an appointment
Shaffer Chiropractic	62 East Church Street Lock Haven	570-748-9486	Mon 8-9, 11-2, 2-5 and 6-8 Tues Closed Wed 8-9, 11-2 and 2-5 Thu 8-9, 11-2, 2-5 and 6-8 Fri 8-9, 11-2 and 2-5
Cen Clear	50 Bigler Road Bigler	814-342-5678	M-F 8:30A – 4:00P

- For questions and/or concerns with the process with Human Resources regarding the background check process please contact either:

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Revised: April 20, 2020