

# Theraplay's Family of Companies

---

## Guidelines for Obtaining Pennsylvania Clearances

---

### **ALL STAFF MUST COMPLETE AND SUBMIT THE FOLLOWING:**

**\*Please note, you are responsible for the fees associated with clearances.**

#### **PA – FBI “Fingerprinting” Clearance**

***\*Department of Education – required for Austill’s and AOT, Inc. – must be less than 1 year old***

***\*Department of Human Services – for Positive Steps and Theraplay, Inc. only – must be less than 90 days old***

- To Register:  
<https://uenroll.identogo.com/>
- To Obtain your Service Code:  
**For Department of Human Services (Theraplay & Positive Steps) – please use Service Code: 1KG756**

**For Department of Education (Austill’s & AOT):** - please click the link below to pick a service code that most closely pertains to the setting which you will be working:

<https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/Service-Codes.aspx>

**\*For those enrolled through the Department of Human Services:** your results will be mailed to you directly. It can take up to 14 days so do this early.

**\*For those enrolled through the Department of Education:** once you have been fingerprinted, your ‘unofficial results’ will arrive via e-mail, and will be available for 72 hours to access. Please click the one- time use link to access and submit your ‘unofficial results’. **You will not receive anything by mail!**

\*You will only be able to click the link one time, so please be sure to save the document immediately!

#### **PA – Criminal History Clearance** – **Must be for the purpose of “Employment” and less than 90 days old.**

- <https://epatch.state.pa.us>
- Select “Submit a new record check” (not volunteer)
- Certification Form will be available on the website via “check the status of a new record”

#### **PA – Child Abuse Clearance** – **Must be for the purpose of “Employment” and less than 90 days old.**

- <https://www.compass.state.pa.us/cwis/public/home>
- Select “Create Individual Login”
- Results will be available on the website

### **ALL CLINICIANS (OT, PT, SLP) MUST ALSO COMPLETE AND SUBMIT THE FOLLOWING:**

#### **PA - Mandated Reporter Certification** \*Only needs to be completed through one of the below options.

- University of Pittsburgh\_  
[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
- PA Family Support Alliance (FSA)  
[www.pa-fsa.org](http://www.pa-fsa.org)

***All results must be uploaded to the GetHired portal prior to start date.***

***Please contact Samantha Brown [sbrown@theraplayinc.com](mailto:sbrown@theraplayinc.com) if you have any questions.***