



Harrisburg Area Community College Education Program Application Procedure for Field Placement Clearances

STEP ONE

1

YOU WILL ONLY COMPLETE STEP ONE FOR YOUR FIRST VISIT TO THE WEBSITE!

- Go to www.hacccompliance.com and create an account with your user name and password
- Purchase Package ONE for \$36

Scan the QR code or visit <https://www.youtube.com/watch?v=757fK2jF9ds> for more help!



STEP TWO

2

Obtain compliance in the **five** areas listed on the back of this sheet - **YOU WILL COMPLETE THIS STEP EACH YEAR!**

Four clearances must be updated **ANNUALLY** (once a year) to participate in education courses with field placement hours, even though you may not be required to update your clearance annually for other volunteer opportunities or jobs in education. The National Sex Offender clearance is the exception and is valid for five years. You will not renew this annually.

If you currently have clearances from work or volunteer opportunities AND they are less than one year old, you may upload them directly into your Complio account. You do not need to redo your clearances for HACC. Please note that the FBI clearance **MUST BE** completed through the PA Department of Education to be valid. If you currently have a FBI clearance through the PA Department of Human Services (DPW) you will need to redo the FBI clearance following our directions.

PLEASE GO TO THE BACK OF THIS SHEET NOW FOR DIRECTIONS ON OBTAINING EACH REQUIRED CLEARANCE

STEP THREE

3

Upload your PA Child Abuse certificate, FBI Fingerprint two page clearance, PA Criminal Record certificate and TB test results to hacc.complio.com. If you have obtained your required National Sex Offender verification letter for the first time, please add this to your Complio account as well.

These clearances will be reviewed and you will receive notification of your compliance when they have been accepted.

STEP THREE

4

You will be required to complete additional compliance documents **ONCE** during your program at HACC, typically in EDUC 110 or 111. Your instructor will assist you with the directions for this process. You will not be considered compliant until these documents have also been added to your Complio profile.

These documents include:

- HACC Program Standards
- NAAYC Code of Ethical Conduct
- HACC Cell Phone Policy
- Confidentiality Statement
- Mandated Reporter Certificate

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STEP TWO

<p>PA Child Abuse History Clearance Act 151</p>	<p>FREE</p>	<ul style="list-style-type: none"> Apply online at https://www.compass.state.pa.us/cwis/public/home If you are applying for the first time, create a new account for your login/password. You will need to wait until you receive an email with your account information to proceed If you have received clearances in the past, fill in your login/password Complete the application process. Please note that you may only apply as a volunteer once every three years. Select VOLUNTEER HAVING CONTACT WITH CHILDREN (Category: Other Agency: HACC) You must apply for the paid version on the other years If you have immediate access to your status, save or print your certificate and upload to Complio If you do NOT have immediate access, please revisit the website to check the status often.
<p>PA Criminal Record Check Act 34</p>	<p>FREE</p>	<ul style="list-style-type: none"> Go to https://epatch.pa.gov/home Select NEW RECORD CHECK (VOLUNTEERS ONLY) Complete the application process choosing Volunteer Organization Name: HACC Volunteer Telephone: 717-718-0328 Please note that you may only apply as a volunteer once every three years. You must apply for the paid version on the other years Submit your application Save or print your certificate and upload to Complio
<p>FBI Fingerprint Check</p>	<p>\$23.85</p>	<ul style="list-style-type: none"> Apply online at https://uenroll.identogo.com or call 1-844-321-2101 Enter the service code: 1KG6RT Choose "Schedule or Manage Appointment" <ul style="list-style-type: none"> Fill in your registration information Schedule your location and appointment time Go to the fingerprinting location at your scheduled time with IDENTIFYING DOCUMENT and PAYMENT After your prints are completed, you will upload a photo of your UEID registration number (receipt) on Complio You will receive a ONE TIME OPEN email from IDENTOGO after you have your prints completed. This is time sensitive and will expire. Be sure to check your trash or spam folder (nobody@uemail.identogo.com may be the email your clearance comes from) Upload the FBI clearance (two pages) you receive through email to your Complio account
<p>TB Test (PPD)</p>	<p>Varies by Location</p>	<ul style="list-style-type: none"> TB tests can be done at your family doctor or an urgent care center At the testing center, follow the procedure very carefully, so your results are accurate Receive a signed paper as proof of results. Please be sure it includes your name, date, results, and the doctor's signature. You may also access a form to be signed by your doctor on the HACC D2L Education Resource page <p>Urgent Care Options</p> <ul style="list-style-type: none"> ◆ http://www.concentra.com/urgent-care-centers/pennsylvania/ ◆ https://www.medexpress.com/pa.aspx
<p>National Sex Offender Clearance</p>	<p>FREE</p>	<ul style="list-style-type: none"> Go to https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR%20Verification%20Application%20%E2%80%94%20English.pdf Scroll down to the NSOR Verification Application and select to download. This form can also be found on the D2L Education Resource Page. Complete the entire form in ink or using your computer, being sure to select Volunteer of a child-care provider, group-daycare home or family child care home in the purpose area of the form Submit the application using ONE of the following options: <ul style="list-style-type: none"> Mail to the Clearance Verification Unit, ChildLine at the following address: Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170; OR Scan the completed application and email to: RA-PWNSOR@pa.gov In the subject line list 'NSOR Verification Applicant Last Name (i.e., Smith); OR Hand deliver to the Clearance Verification Unit lobby located at: 5 Magnolia Drive, Harrisburg, PA 17110 (Hillcrest Building number 53). Free parking is available in Lot C. Approximately fourteen days after submission, you will receive your verification letter from the state. Call if it does not arrive in 14 days! Upload this letter into your Complio account for approval.