



Harrisburg Area Community College Education Program

Application Procedure for Field Placement Clearances

STEP ONE

1

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

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

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



STEP TWO

2

Obtain compliance in the four areas listed below

YOU WILL COMPLETE THIS STEP EACH YEAR!

All clearances must be updated **ANNUALLY** to participate in Education courses with field placement hours

PA Child Abuse History Clearance Act 151	FREE	<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. • Select VOLUNTEER HAVING CONTACT WITH CHILDREN (Category: Other Agency: HACC) • If you have immediate access to your status, save or print your certificate. • If you do NOT have immediate access, please revisit the website to check the status often.
PA Criminal Record Check Act 34	FREE	<ul style="list-style-type: none"> • Go to https://epatch.state.pa.us/ • Select NEW RECORD CHECK (VOLUNTEERS ONLY) • Complete the application process • Volunteer Organization Name: HACC Volunteer Telephone: 717-718-0328 • Submit your application • Save or print your certificate
FBI Fingerprint Check	\$22.60	<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 BRING IDENTIFYING DOCUMENT AND ACCEPTABLE FORM OF PAYMENT • After your prints are completed, you will upload a photo of your UEID registration number (receipt) • You will receive your unofficial copy in the mail. You do not have to submit this document on Complio.
TB Test (Mantoux)	fee varies	<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 <div style="margin-top: 10px;"> <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 </div>

STEP THREE

3

- Upload your PA Child Abuse certificate, FBI Fingerprint PAE number from registration, PA Criminal Record certificate and TB test results to hacc.complio.com

All clearances must be updated **ANNUALLY** to participate in Education courses with field placements

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