

Human Resources

The Child Protection Operations team within the Office of Human Resources facilitates the application process and covers the cost for obtaining Child Protection Clearances (formerly “Act 153 clearances”) for faculty, staff and students participating in CMU programs/events and when required for CMU employment purposes.

Child Protection Clearances consist of three background checks:

- PA Criminal History (PATCH)
- PA Child Abuse History (PACA)
- FBI Criminal History Background Check, from fingerprinting

All clearances must be on file with the Office of Human Resources prior to interactions with minors.

Below is a brief overview of what you can expect when obtaining these clearances, which typically take 3-6 weeks to complete:

Child Protection Clearances			
Actions:	PATCH: PA Criminal History	PACA: PA Child Abuse History	FBI: FBI Criminal History Background Check via fingerprinting*
Required action(s) for initial application:	Fill and sign PATCH Form (PDF)	Complete the online PACA application	Register for a fingerprinting appointment
Timeframe:	5 minutes	20 minutes	15 minutes to register online + ~3 weeks to complete fingerprinting and receive results
Follow up:	N/A	1. If immediately available download and save results 2. If not available, wait 3-5 days then download and save results	1. Attend fingerprinting appointment 2. Send a copy of the paper receipt to OHR
Submitting to Human Resources:	Send completed PATCH form to OHR	Send PACA results to OHR	Upon receipt of FBI results via U.S. Mail, send results to OHR <i>Note – the FBI results come with a “VOID” watermark – please ensure this is not visible during submission</i>
Once all clearances are on file, the Office of Human Resources will notify you that your clearances are complete			

If completing fingerprinting outside of PA, you will be provided alternate application instructions, as the process for fingerprinting differs from the steps listed above

Expectations:

- Complete clearances promptly after receiving your instructions and submit all documentation to act153@andrew.cmu as it becomes available.
- Clearance reminders will be sent bi-weekly until all clearances are on file with the Office of Human Resources.
- You are not permitted to interact with minors until all required Child Protection Clearance documentation is on file with the Office of Human Resources.

Quick application tips and info:

- Fingerprinting is completed off-campus; you must schedule an appointment – walk-ins are not accepted.
- All clearances must be for employment; volunteer clearances will not be accepted.
- FBI results will be sent to you via U.S. Mail so please be aware of what address you list during the registration process.
- CMU does not receive copies of the FBI results directly.

For Clearance Renewals (every five years):

- Fingerprinting is required by the state when renewing clearances. Previous prints will not be considered.
- You may be able to access your existing [PACA account](#) — check your email for a “Keystone ID.”

For Programs Involving Minors: Failure to complete the required clearances will result in removal from the program's roster and inability to participate in your program.

For Employees with Job Duties Requiring Interactions with Minors: Failure to complete the required clearances will result in employment action as the clearances are a requirement of your position.