



## Allegheny Intermediate Unit Required Document Checklist

### Tips for uploading attachments:

If your attachment fails to load due to its size, retry saving the document as a smaller size.

You can submit up to 25 files however the aggregate maximum size is 10 megabytes. If you have more than 25 files and/or reach 10 megabytes for attachments, please contact [deborah.weiblinger@aiu3.net](mailto:deborah.weiblinger@aiu3.net).

PDF is the preferred format. We cannot accept a screenshot or photo of the document.

You must upload all required documents to your [online application](#).

Your application is not complete unless you have submitted all required documents.

Required Clearances (all candidates)	
Document Name	Explanation (clearance must be within 1 year of hire date)
Act 114 FBI PA Department of Education	Use the code <b>1KG6S7</b> when registering. Submit UEID after prints are scanned. <a href="https://www.identogo.com/locations/pennsylvania">https://www.identogo.com/locations/pennsylvania</a> or <a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a>
Act 34 PA Criminal History	Submit the certification after you have completed the entire process. <a href="https://epatch.state.pa.us/Home.jsp">https://epatch.state.pa.us/Home.jsp</a>
Act 151 PA Child Abuse Clearance	Submit the certification once it is processed. A receipt of submission will not be accepted. <a href="https://www.compass.state.pa.us/CWIS">https://www.compass.state.pa.us/CWIS</a>
National Sex Offender Registry	Required for individual residing in child care setting. Email the NSOR as directed on the form. Copy the recruiter on the email. The official clearance must be submitted upon receipt. <a href="http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm">http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm</a>
Required Employment Documents (all candidates)	
Document Name	Explanation
Act 168	This law requires that all potential new hires must complete a disclosure release form for every past and current employer in which his/her job responsibilities included having direct contact with children. Complete the first page and sign, and date the second page. Human Resources will submit this form to the employer. To expedite this process, please provide a contact name and email address for the employer. <a href="#">Act 168 form</a>
Proof of Education	Official transcripts or diploma
Mandated Reporter Training (MRT)	MRT certificate is valid for 5 years. If you need to take MRT click <a href="#">here</a> to be directed to training.
3 Signed Letters of Recommendation & 1 Phone Reference	Letters must be signed by the author.
Required Medical Document (all candidates)	
Document Name	Explanation (Physical and TB must be within 1 year of hire date)
School Personnel Health Record	A completed School Personnel Health Record, Physical and TB test, dated within 1 year of hire date, must be submitted on the <a href="#">PA state form H511.340</a> .
Additional Required Documents (if applicable; based on position)	
Document Name	Explanation
PA Certification	Required for all PA PDE Certification positions. Must be up to date and printed from TIMS page on PDE.
License or Certification	Required license or certification for applicable positions.