BACKGROUND CHECKS 2017

All faculty and staff that have direct contact with minors, on a regular basis, must undergo a series of background checks that are required by the State of Pennsylvania. This includes all faculty and staff that are running summer programs involving interaction with minors. If you have any questions please contact: Bernadette Foster, SEAS Director of Human Resources at fosterbe@seas.upenn.edu

Step-by-Step Guide to Start the Background Checks:

- **Contact Bernadette Foster, SEAS Director of Human Resources at fosterbe@seas.upenn.edu or your SEAS Program Coordinator.**

- **Email SEAS Human Resources at fosterbe@seas.upenn.edu** the faculty and/or staff (applicant) member’s full legal name, **no nicknames and their email addresses at least 8 weeks prior to the start date of the minor.**

- The applicant will receive a series of emails from Hire Right. These emails are time sensitive. **They will have 5 days to complete them, or they are charged additional fees.**

- **While SEAS Human Resources is running the applicants PA checks the applicant should start the Federal checks...FBI Prints – Federal Criminal History Check.** This is done independently and can be accessed at the following website... https://www.pa.cogentid.com/index_pde.htm Select: Department of Human Services

- **Email PDF copies of the FBI- Prints receipts and actual documents to SEAS Human Resources at fosterbe@seas.upenn.edu.**

***No one can work until all 3 checks are completed***

FAQ’s

- **Who needs background checks?** Anyone working 1:1 W/minors.

- **Do we except background checks issued by other organizations?** **NO**, we need to issue the check, unless the person is a volunteer. Then we can accept outside documentation that is valid.

- **How long does it take to process a background check?** Between 4-8 weeks

- **How many checks are required?**
  1.) PATCH -PA Healthcare Statewide Criminal Results
  2.) PA Child Abuse Search
  3.) FBI Fingerprints – Federal Criminal History Check

- **When do I submit this info to SEAS HR?** At **least 8 weeks** before the start date of the minor.

- **How do I start background checks for myself or staff & what if we have questions?** Contact Bernadette Foster, fosterbe@seas.upenn.edu

- **Do applicants receive copies of documents?** Yes, applicants can request copies of their documents from Hire Right and receive them via US mail service. Make sure to retain these documents for your files. *FBI doc is always mailed to applicant, no need to request.*