

Discovery Zone

Applicants must provide the following information:

Needed prior to your first day of employment

1. Name, address and telephone number
2. Two (2) forms of ID: license, social security card, birth certificate, passport or state id.
3. Complete an I-9 (and 2 forms of ID) and W-4 form.
4. Verification of child care experience, education and training prior to service at the facility. (Please provide transcripts) Acceptable verification of experience, education or training is a transcript or a diploma or a letter signed by a representative of the experiential, educational or training entity.
5. A written report of initial and health assessments, including the results of initial and subsequent tuberculin skin tests, x-rays or other medical documentation necessary to confirm freedom from communicable tuberculosis. (Health assessment must be current within the last 12 months. An updated health assessment must be completed every 24 months afterward. TB tests must be within the last 12 months.)
6. A copy of requests for the criminal history record and child abuse registry clearance information, a copy of the disclosure statement and a copy of the completed clearance information required under the CPSL. You may come and use our computer and printer if needed. *You WILL not be on the schedule until we receive them.

A. Child Abuse Registry: create an account online and submit your information & **PRINT** your receipt for us. Within one (1) week, log-in again and print the results.

<https://www.compass.state.pa.us/cwis/public/home>

B. State Police Criminal Record Check: NOTE: you MUST print the following OR write down the Control Number, Name entered, date of request & we can print.

Go to <https://epatch.state.pa.us> <ONLY COPY: Click "Certificate Form">Print

C. FBI Clearance: Register with IdentoGo

<https://uenroll.identogo.com/> Enter the Service Code **1KG738**

Click on "Schedule or Manage Appointment"

Bring us a copy of your payment form.

D. National Sex Offender Registry: <http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm> Complete the online/or paper form and mail to corresponding address. Bring in clearance once it comes back to you.

7. Two written, nonfamily references from individuals attesting to the person's suitability to serve as a childcare facility person.
8. Copy of high school diploma or GED equivalent.
 - a Copy of higher education transcripts or CDA, if available.
9. Complete Mandated Reporter training:

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21

 - a Register and complete this training. Print a copy of the certificate for our records.