

## Steps to Submit an Act 168 Form

**Step 1)** Prospective employees / current employees required to complete Act 168 clearance will receive an email from [LaSalle@act168.net](mailto:LaSalle@act168.net) with the *subject: Pre-Hire Act 168 submission* (whether you are a new or existing employee) to begin the process. You must click on the link provided or cut and paste the link into your web browser.

**Note:** *If you click on the link in your email, your access code will automatically be included, and you will go directly to the instructions page. If you cut and paste the link into your web browser, you will have to enter your access code when prompted.*

Dear XXXXX

As part of your pre-hire requirements, you are required to complete and submit ACT 168 Form(s) prior to starting. Act 168 of 2014, requires all pre-hire candidate(s) to complete the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release Form and you must disclose any employer(s) that fall within the following categories:

1. Your current employer (regardless of whether the employer was a school entity and/or where you had direct contact with children);
2. All former employers that were school entities; and
3. All former employers where you had direct contact and/or supervision of children.

There is no statute of limitations or limit on the number of years that must be reviewed. Therefore, you must list ALL former employers that were school entities and/or where you had direct contact with or supervision of children while employed. You are not required to disclose any volunteer positions.

Please note that you must answer the Sexual Misconduct/Abuse Disclosure Release form questions for each employer that falls within the above-listed categories. Therefore, you may have to answer the questions multiple times.

To fill out your Act 168 Form(s), please click on the link below or copy and paste the link into your web browser and enter your access codes. If you have any questions, please contact the XXXXXX Office at (XXX)XXX-XXXX.

Act 168 Form Link: <http://apps-test.iu13.org/act168>  
Access Code: YeFhbDujNo

Sincerely,  
Act 168 Repository Customer Support

**Step 2)** Once you are in the system, the first page you will see is the Site Instructions page. Each completed form entry will be saved in the system as you go. You are not required to enter all forms in one session. Sessions will time out after 30 minutes of inactivity.

COMMONWEALTH OF PENNSYLVANIA  
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE  
(Pursuant to Act 168 of 2014)

### Site Instructions

You are about to start your Act 168 Sexual Misconduct/Abuse Disclosure Release Form. Once you submit your form you will not be able to log back into the system to make any edits or changes. Therefore, before you get started it will be helpful to have the following information for **your current employer; and all former employers that were school entities and/or position(s) that involved direct contact with or supervision of children:**

- Address
- Email
- Telephone Number
- Fax Number
- Name of Human Resources contact, Supervisor, or person responsible for Act 168 forms

In addition to disclosing current/prior employers, you must respond to three (3) questions on the form. Once you have completed and submitted your form(s), the form will then be sent to your current and former employers where they can review your responses and will answer the same three (3) questions.

Please only use the navigation buttons provided below and do not use the browser back button. Your session will time-out after 30 minutes or more of inactivity.

NEXT >

**Step 3)** Next you will see the standard form instructions. These are the same instructions found on the actual Act 168 form and include all the relevant definitions. You must scroll down to the bottom of the page and click 'Next' to continue.

COMMONWEALTH OF PENNSYLVANIA  
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE  
(Pursuant to Act 168 of 2014)

### Form Instructions

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities and by applicants who would be employed by or in a school entity in a position involving direct contact with children to satisfy the Act's requirement of providing information related to abuse or sexual misconduct. As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law ("CPSL"), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in **SECTION 1** of this form and complete a written authorization that consents to and authorizes the disclosure by the applicant's current and former employers of the information requested in **SECTION 2** of this form. The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form). Upon completion by the applicant, the hiring school entity or independent contractor shall submit the form to the applicant's current and former employers to complete **SECTION 2. A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.**

#### Relevant Definitions:

**Direct Contact with Children** is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children."

**Sexual Misconduct** is defined as: "any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designated to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to: (1) sexual or romantic invitation; (2) dating or soliciting dates; (3) engaging in sexualized or romantic dialogue; (4) making sexually suggestive comments; (5) self-disclosure or physical exposure of a sexual, romantic or erotic nature; or (6) any sexual, indecent, romantic or erotic contact with the child or student."

**Abuse** is defined as "conduct that falls under the purview and reporting requirements of the CPSL, 20 Pa.C.S. Ch. 63, is directed toward or against a child or a student, regardless of the age of the child or student."

**Step 4)** On the following screen, you will enter your personal information: Date of Birth and Last four (4) digits of your Social Security number. *If applicable*, you can and should enter your PPID. Your name will pre-populate. The green information icon next to the PPID box will provide a helpful description of what a PPID is. If needed, you can click on the hyper-link to the PDE website where you can look up your PPID.

The screenshot shows a web form titled "COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT DISCLOSURE RELEASE (under Act 116 of 2014)". The form is labeled "Applicant Information". It contains several input fields: "Applicant's Name" with sub-fields for "First" (containing "James"), "Middle" (empty), and "Last" (containing "Graciano"); "Date of Birth" (containing "mm/dd/yyyy"); "Last 4 digits of Applicant's Social Security Number" (empty); and "PPID (if applicable)" (empty) with a green information icon. At the bottom are two buttons: "< PREVIOUS" and "NEXT >".

**Step 5)** Next, you will see a series of pop-up boxes with pre-qualifying questions which will help the system determine if a form is needed for the employer. The first question will ask if you are currently employed.

The screenshot shows a pop-up box with a dark blue header and a close button (X). The text inside asks: "Are you currently employed, regardless of whether the employer is a school entity or where you have direct contact with children?". Below the text are two buttons: "YES" and "NO". At the bottom, a note reads: "(Please do not list the hiring organization that sent you this request)".

**Step 6)** If answering 'Yes', you can enter or search for your current employer. If your employer is not listed you will need to enter the address, email, contact person and title for the HR department. For example when completing the form for La Salle University you can enter the following information:

Street Address 1 = 1900 W. Olney Avenue  
City = Philadelphia  
State = PA  
Zip = 19141  
Email = [hr@lasalle.edu](mailto:hr@lasalle.edu)

Contact Person = Alison Target  
Title = Director, HR

**Note:** Currently, the system will only search schools and educational entities that are listed in the PA State EdNA (Education Names and Addresses) database.

COMMONWEALTH OF PENNSYLVANIA  
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE  
(under Act 168 of 2014)

**Add Employer(s)**

(Having school entity or independent contractor submit this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

**Search by employer name in field below:**  
If your employer is found click on the name to proceed; otherwise, click on the "Employer is not listed" link below results box.

[Employer is not listed.](#)

**Step 7)** The second pre-qualifying question will ask you if the position was a volunteer, or unpaid internship, or unpaid student teaching position.

**Note:** If you answer yes, the system will automatically tell you that a form is not needed, and will prompt you with your next pre-qualifying question, "Do you have any other current employers?" This process will repeat until all current employers have been identified.

Was this an unpaid volunteer, unpaid internship or unpaid student teaching position ?

The form is not needed because this is an unpaid volunteer, unpaid internship or unpaid student teaching position.

Do you have any other current employers ?

**Step 8)** For any searched employer who is listed in the address book their address and other contact information on file will pre-populate for you. You must list your dates of employment, title held, and any former names, if applicable. Below the employer contact information, you will answer the three self-disclosure questions.

**Best Practice:** You should not change the pre-populated information.

(Hiring school entity or independent contractor submits this form to ALL current employee(s) and to former employee(s) that were school entities and/or where the applicant had direct contact with children)

Name of Current or Former Employer:  ☐ No Applicable Employment

\*Applicable Employment is any position in which you had Direct Contact with Children. Direct Contact with Children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children." If this position did or does not meet the definition above please check this box.

Street Address 1:  Street Address 2:

City:  State:  Zip:

Telephone Number:  Fax Number:  Email:

Contact Person:  Title:

The named applicant is under consideration for a position with our entity. The Pennsylvania General Assembly has determined that additional safeguards are necessary in the hiring of school employees to ensure the safety of the Commonwealth's students. The individual whose name appears below has reported previous employment with your entity. We request you provide the information requested in SECTION 2 of this form within 30 calendar days, as required by Act 188 of 2014.

Have you (Applicant) ever:

Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)? ☐ Yes ☒ No

Been disciplined, discharged, non-renewed, asked to resign, fired from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct? ☐ Yes ☒ No

Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct? ☐ Yes ☒ No

ADD ANOTHER EMPLOYER

SECTION 2: EMPLOYER

< PREVIOUS

NEXT >

**Step 9)** Next, you will continue to see pop-up boxes to determine if you have any other previous qualifying employment that would require an Act 168 form.

Do you have any other current employers ?

Have you ever been previously employed by a school entity? OR Have you ever been previously employed in a position where you had direct contact or supervision of children?

(Please do not list the hiring organization that sent you this request, unless you were previously employed by them)

**Step 10)** You should repeat these steps until you have entered all the necessary employers requiring an Act 168 form. Once completed you will have the opportunity to review, edit, delete or add information prior to submitting your form(s).

COMMONWEALTH OF PENNSYLVANIA  
SEXUAL MISCONDUCT ABUSE DISCLOSURE RELEASE  
(under Act 168 of 2014)

Review

☒ NO APPLICABLE EMPLOYERS ...

Employers:

Employer Name	Dates of Employment	
ABC-123 Daycare	1/1/00-1/1/01	<a href="#">Edit</a> <a href="#">Delete</a>
Paradise Pools	1/1/00-1/1/01	Not Applicable

Prior to submitting, please take a moment to review all information and responses for accuracy. It is important to have complete and accurate information so that we are able to obtain timely responses from your former or current employer(s). Once you hit "submit," you will not be able to log back into the system and make changes.

**Step 11)** If you are not currently employed, and have never worked in a position with children you will be forwarded to the next page and will be prompted to answer the three (3) self-disclosure misconduct questions without entering employer information. The “No Applicable Employment” box on the form will automatically be checked and your answers will be kept on file.

Thank you for your response. On the next page you will be directed to complete Section 1 of the Act 168 form in which you will be required to answer self-disclosure questions.

Per Act 168 of 2014, prospective employees of a school entity or organization where there is contact or supervision of children must answer these questions even when there is no applicable employment.

Have you (Applicant) ever:

Been the subject of an abuse or sexual misconduct investigation by any employee, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)? \*

☐ Yes  
☒ No

Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct? \*

☐ Yes  
☒ No

Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct? \*

☐ Yes  
☒ No

SECTION 2: EMPLOYER



**Step 12)** Once you sign and submit your forms you will receive an email confirmation thanking you for your submission.

#### Sign and Submit

By signing this form, I certify under penalty of law that the statements made in this form are correct, complete, and true to the best of my knowledge. I understand that false statements herein, including, without limitation, any willful failure to disclose the information required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and to discipline up to, and including, termination or denial of employment, and may subject me to civil penalties and disciplinary action under the Educator Discipline Act.

I also hereby authorize the above-named employer to release to Lancaster-Lebanon Intermediate Unit 13, the information requested in SECTION 2 of this form and any related records. I hereby release, waive, and discharge the above-named employer from any and all liability of any kind that may arise from such disclosure or release of records. I understand that third party vendors may be used to process this Act 168 pre-employment history review.

By entering your signature, you are signing this document electronically. You agree that your electronic signature is the legal equivalent of your manual handwritten signature on this document.

#### Authorization to Release Information:

I hereby give my permission to Lancaster-Lebanon Intermediate Unit 13 (LLIU) to release any information relating to my criminal history record to any school or municipal or any other entity participating in the LLIU Consortium for Criminal History Record Information (Consortium). The criminal history record, as received from the reporting agencies, may include arrest and conviction data, plea bargains, deferred adjudication, as well as social security verification. It may also include information regarding driving history. I understand this information will be used, in part, to determine my eligibility for a position with any Consortium member. I also understand that as long as I remain alive, the criminal history background information may be released to any requesting Consortium member for the purpose of verifying my employability at any time in the future. I hereby release and indemnify the LLIU, each of the LLIU Consortium members and hold each of their officers, directors, employees and agents harmless from and against any and all liability, expense (including court cost and attorneys' fees) and claims for damage of any nature whatsoever resulting from the investigation release and use of my criminal history background record.