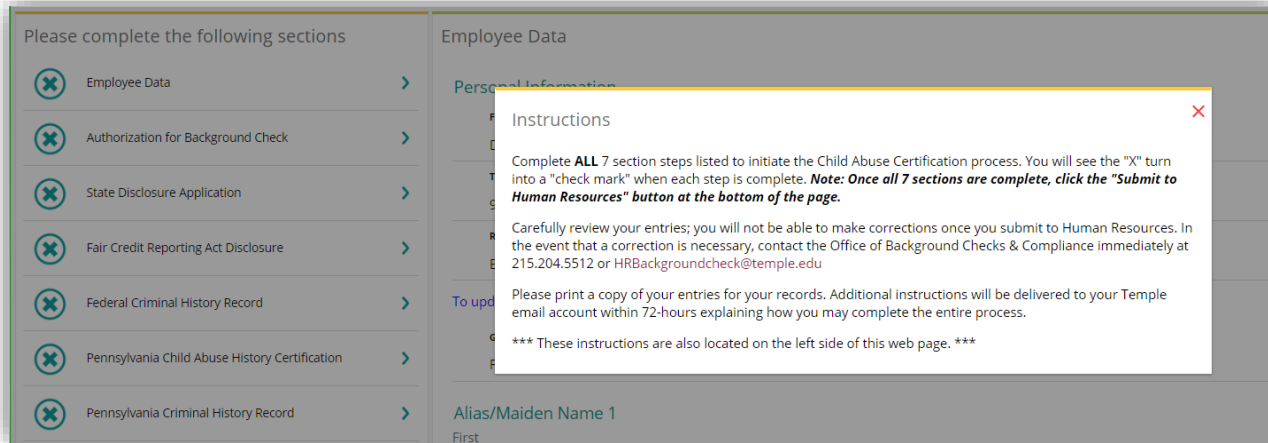
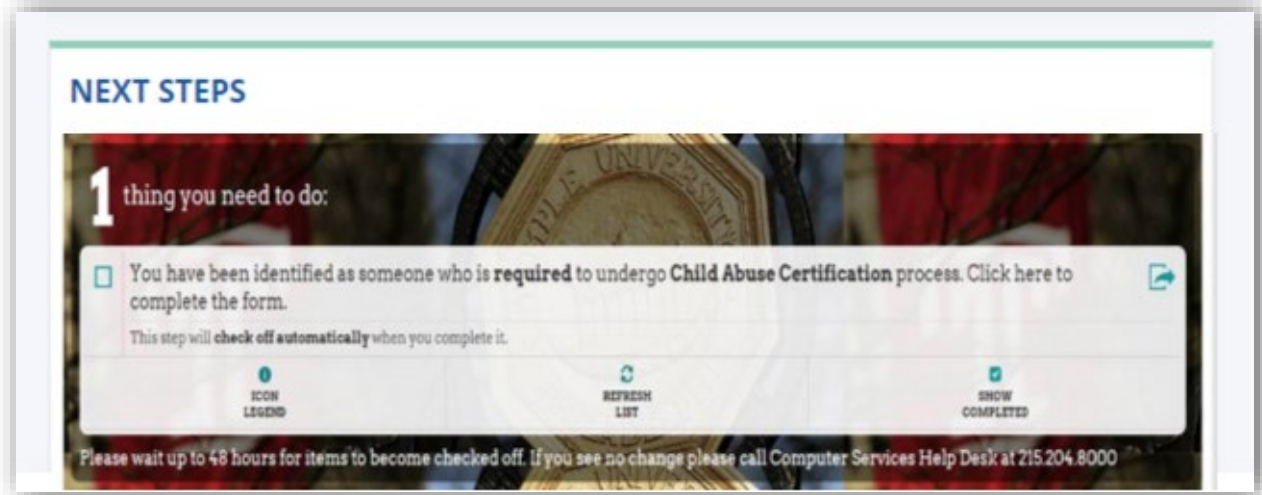
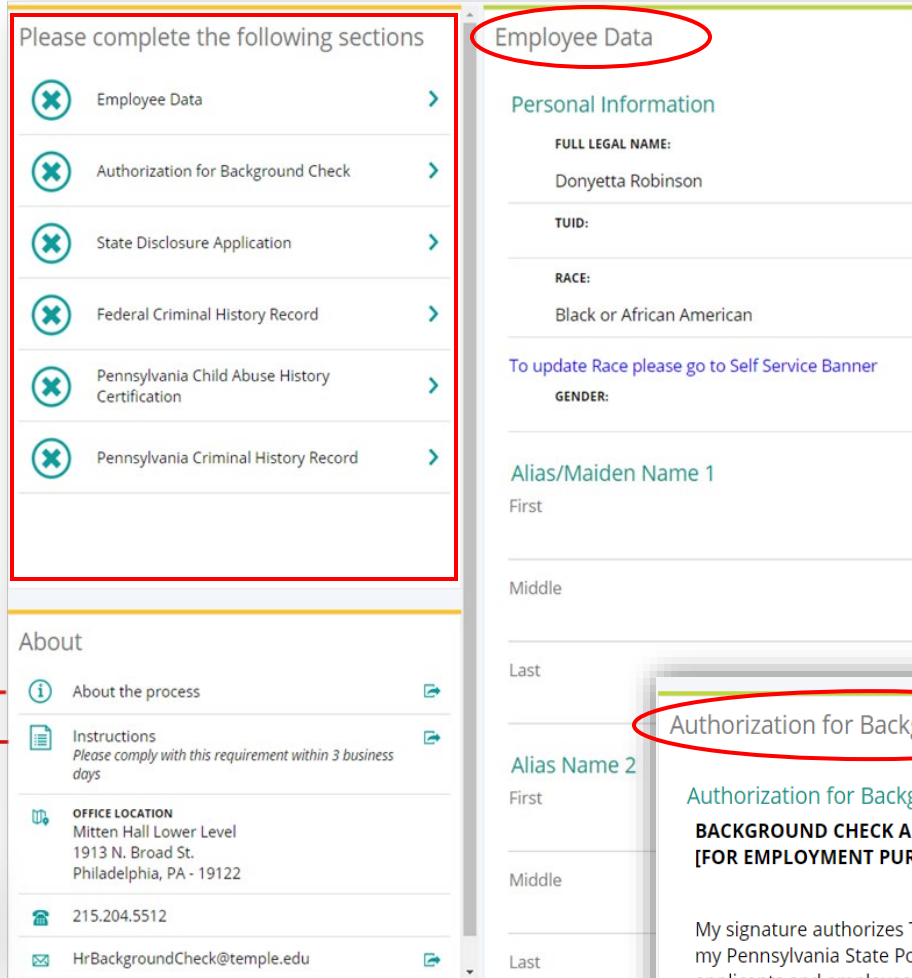


Initiating the Child Abuse Certification Process

Step 1. Go to TUportal at <https://tuportal.temple.edu> under **NEXT STEPS** to access the employee webpage.



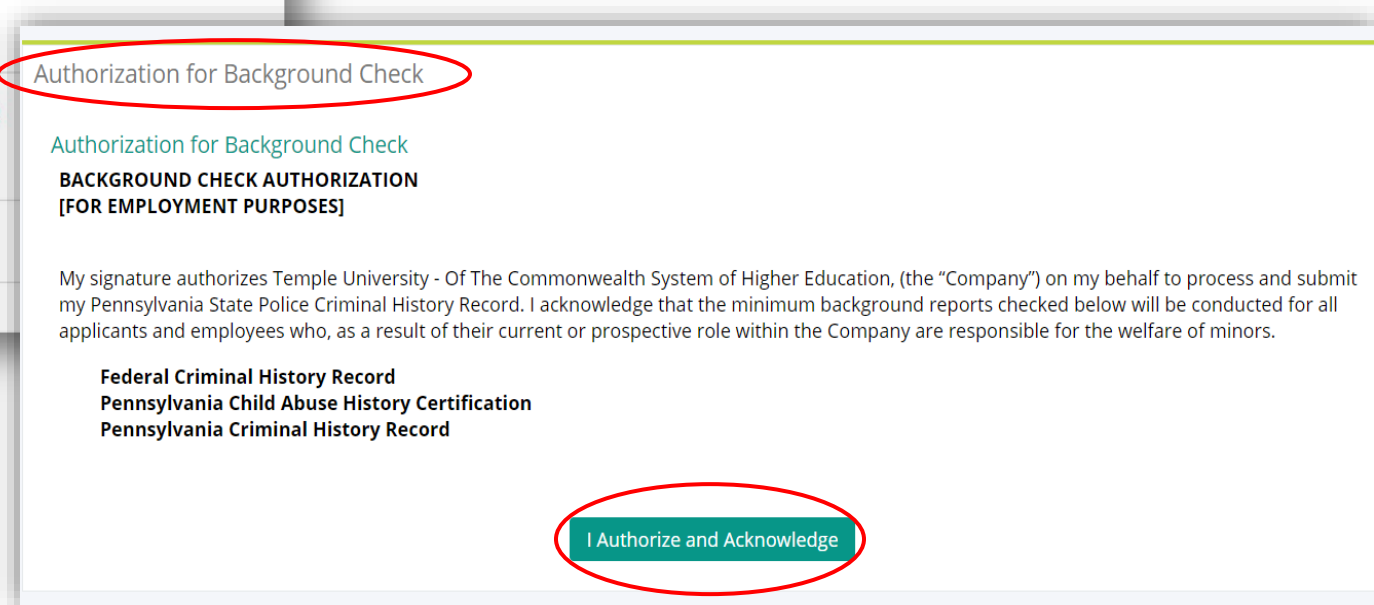
Note: To initiate the Child Abuse Certification process you must complete **ALL 7** sections displayed on the webpage. You will see the "X" turn into a "✓" when each step is complete.



Step 2. Review **Employee Data** to confirm the information is accurate. Enter your maiden name and any alias if applicable.

Note: All section steps are listed on the left-hand side of the webpage. Once completed each section will change from having an “X” to a “✓”. Contact [Data Management](#) if corrections are necessary for your name or gender.

Step 3. Carefully review the “Authorization for Background Check” section. Select the “I Authorized and Acknowledge” button to continue.



State Disclosure Application

State Disclosure Application

Required by the Child Protective Service Law 23 Pa. C.S. Section 6344

Section A

I acknowledge and understand that I must submit the three (3) mandatory Child Abuse Certifications or I must submit proof of submission to Human Resources that I have applied for the mandatory certification through ChildLine, the Pennsylvania State Police, and the Federal Bureau of Investigation PRIOR to any contact with a minor pursuant to the Child Protective Service Law (the "CPSL") and University policy #04.61.14.

I acknowledge and understand the proof of certification submissions; if approved, will allow me to work provisionally with a minor for a period not to exceed sixty (60) calendar days with the following restrictions:

- 1.) I understand that I am not permitted to work alone with a minor and must work under direct supervision and within eyesight of a permanent employee who is authorized to work with minors.
- 2.) I understand that if I do not submit the mandatory Child Abuse Certifications within sixty (60) calendar days the administrator will do one of the following:
 - a. Terminate my employment until the required certifications are received.
 - b. Lay off or place me on leave with or without pay until the certifications are received.
 - c. Retain and reassign me to a position that does not involve direct contact with minors.

3.) An administrator may not hire an applicant provisionally during a strike under the Public Law 1101.2201).

I Acknowledge and Understand

Step 5. Complete **Section B** by carefully reviewing the content and selecting the "I Swear/Affirm" button to continue.

Section B

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- Section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I must be dismissed from employment if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above.

I Swear/Affirm

Step 4. Complete **Section A** of the "State Disclosure Application" by carefully reviewing the acknowledgment and selecting the "I Acknowledge and Understand" button to continue.

Initiating the Child Abuse Certification Process

Fair Credit Reporting Act Disclosure

Fair Credit Reporting Act Disclosure

FAIR CREDIT REPORTING ACT DISCLOSURE [FOR EMPLOYMENT PURPOSES]

Temple University - Of The Commonwealth System of Higher Education, (the "Company") may request from a consumer reporting agency and for employment related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable).

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

The applicant for employment acknowledges that this Company may now, or at any time while employed, obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law. In the event that information from the consumer and/or investigative consumer reports are utilized in whole or in part in making an adverse decision, before making the adverse decision, we will provide you with a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq.

I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the company or any of its affiliates or carriers in order to verify the information I have provided.

I authorize the release of such information, as it may be necessary to verify the information I have provided.

I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the term of my contract.

An electronic authorization shall have the same force and effect as the original.

A summary of your rights under the Fair Credit Reporting Act is being provided to you below.

I Authorize and Acknowledge

You are entitled to a summary of your rights under the Fair Credit Reporting Act ("Summary of Rights"). By clicking "I Authorize and Acknowledge", you authorize Temple University to provide you the Summary of Rights in electronic form. The Summary of Rights is available to you by [clicking here](#), or visiting

Step 6. Complete the “**Fair Credit Reporting Act Disclosure**” by carefully reviewing the **Fair Credit Act Disclosure [For Employment Purposes]**, and selecting the “**I Authorize and Acknowledge**” button to continue.

Step 7. If applicable, upload a valid **Federal Criminal History Record (Fingerprint-based check) Certification**. Select the “**Upload**” button to complete the section.

Note: If you do not have preexisting certifications, you must select the “**I do not have a certification**” button for each of the certification sections to continue.

Upload valid Federal Criminal History Record (Fingerprint-based check)

The file must be a **scanned PDF** copy of the original certification conducted by the **Department of Human Services for employment purposes** dated within the preceding **60-months**.

Please choose file

Required

No file chosen

Upload

I do not have a certification

Initiating the Child Abuse Certification Process

Upload valid Pennsylvania State Police Criminal History Record

The file must be a **scanned PDF** copy of the original certification conducted by the **Pennsylvania State Police for employment purposes** dated within the preceding **60-months**.

Please choose file Required

No file chosen

Step 8. If applicable, upload a valid **Pennsylvania State Police Criminal History Record Certification**. Select the **“Upload”** button to continue.

Step 9. If applicable, upload a valid **Pennsylvania Child Abuse History Certification**. Select the **“Upload”** button to continue.

Upload valid Pennsylvania Child Abuse History Certification

The file must be a **scanned PDF** copy of the original certification conducted by the **Department of Human Services for employment purposes** dated within the preceding **60-months**.

Please choose file Required

No file chosen

Step 10. After you complete all sections, select the **“Submit to Human Resources”** button to start the process. **Submit to Human Resources button must be selected to finalize the initial step to progress to the next steps.**

Submit to Human Resources