

GUEST TEACHER APPLICATION DIRECTIONS/CHECKLIST PACKET

To complete your application file for the Guest Teacher program you will need to submit the following documents to **Luzerne Intermediate Unit 18, Attn: Mark Umphred, 368 Tioga Avenue, Kingston, PA 18704**. The necessary forms can be found on our website, www.liu18.org under the **Guest Teacher** tab. All three clearances, ACT 151, 34, and 114, need to be **current and within one calendar year** of application.

- () **Act 34** (PA State Police Criminal Background Check). You may apply online at <https://epatch.state.pa.us>. A credit card is required for a quicker response. Go to the website, click on "Record Check" top middle under the banner, and select "New Record Needed" from the dropdown menu. Follow directions **OR** print and mail form available on our website. Reason must say employment.
- () **Act 151** (PA Child Abuse Clearance). You may apply online at <https://www.compass.state.pa.us/cwis/public/home>. A credit card is required for a quicker response. If you include your Social Security number in the application, it will expedite the process. Go to the website, click on "Create Individual Account" and follow directions. Reason must say Employment
- () **ACT 114** (Federal Criminal History Check). You must apply online at <https://uenroll.identogo.com/>. You will need the following code: **1KG6S7**. You may choose a scheduled time or select "walk in" as an option. You will have to print your results when they are mailed to you, and bring them to the human resource office. You will also need a copy to bring to the districts you choose.
- () **PDE-6004** This form must be completed by all new hires and is also used for current employees to report an arrest or conviction of offenses enumerated under 24 P.S. § 1-111 (e) and 24 P.S. § 1-111 (f.1) within 72 hours of the arrest or conviction. [PDE-6004](#)
- () A **completed TB test** (no more than 3 months old).
- () **Completed PDE 338-G**. [PDE-338 G](#)
- () **Completed LIU 18 Guest Teacher Application Form**. [Guest Teacher Application \(.doc\)](#) | [Guest Teacher Application\(.pdf\)](#)
- () **Create a TIMS account** with PDE
 1. Go to <http://www.education.pa.gov/>
 2. Hover over "Educators" in the upper horizontal navigation.
 3. Select "Certification" from the drop-down menu.
 4. Select the "Login to TIMS" graphic in the middle of the page
 5. After you have selected the login link, you'll be taken to a new screen, which is where you will create your username and password.
 6. Click the 'Create Keystone Login Account' link. (**Helpful Hint:** The login will only work if you access it from the original "[TIMS – For Personal Users](#)" landing page.)
 7. After registration, you will return to the login page to enter your Username and Password and select "Login." If you have problems with the login screen, your username, and/or passwords, contact the Help Desk: (877) 328-0995.
 8. The first time you login with your username and password, you will need to establish your TIMS profile
 9. You are now on your TIMS dashboard (aka the TIMS homepage).

10. On your homepage on the right hand side – Click “Emergency Permit Application”
11. Fill in or confirm the information is correct.
12. Click “Next” in the top right hand corner.
13. In step 2, you will not need to fill anything in. Click “Next” in the top right hand corner go to Step 3.
14. In step 3, Click “add new affiliations”
15. Click on “Click here to Search” and in the pop-up box, type in “Luzerne IU 18” and then click “Select”
16. Choose affiliation start date as today’s date, you do not need to fill in an end date.
17. Click “Save”
18. Step 4 make sure the right-most box is checked to select Luzerne IU 18 as the LEA. Click “Next” in the top right hand corner.
19. In Step 5, answer background questions, code of conduct, and affidavit. Click “Initiate Permit Request”

() **Completed I-9** (bring documents, driver’s license and SS card or Passport), copies will be made.

() **Official College Transcripts** showing receipt of a bachelor’s degree, mailed directly to **Luzerne Intermediate Unit 18, Attn: Mark Umphred, 368 Tioga Avenue, Kingston, PA 18704, in a college sealed envelope** or electronically to mumphred@liu18.org

() **ACT 126** training will be emailed to you from Angela Federici.

() **A check for \$60 made payable to LIU18**

() **Act 168**

- For Act 168 forms, fill out Section 1 ONLY and stop. Send completed Section 1 to LIU18. Do not send this form to your employer. The IU must send to your employer.
- You will need to fill one out for your current employer regardless of working with children.
- Additionally, by law, you must fill out a separate Act 168 for EVERY position you worked (were employed) and had contact with children under the age of 18. Complete Section 1 and send in with your paperwork to IU18

Mark Umphred
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