



DIOCESE OF HARRISBURG – SECRETARIAT FOR EDUCATION

4800 Union Deposit Road, Harrisburg, Pennsylvania 17111-3710
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INSTRUCTIONS FOR PROFESSIONAL EMPLOYEE APPLICANT

INCOMPLETE application packets will **NOT BE PROCESSED**. Please use the **CHECKLIST** below to ensure that you have included all of the following **required credentials**.

- ___ **GIVE Pastor's Recommendation for a Professional Employee** form to Pastor to be mailed directly **OR** to be **submitted in a** sealed envelope **with application**.
NOTE: *Religious personnel need authorization/recommendation from a Major superior.*
- ___ Original copies of final college/university **transcripts**
- ___ Copy of **PA Instructional Certification** (or out-of-state)*
- ___ Copies of any arch/diocesan **certificates for Religious studies**
- ___ **\$10.00 NON-REFUNDABLE** processing fee
Make checks payable to: Secretariat for Education
- ___ **Copies of PA State Police Request for Criminal Record Check (Act 34 compliance); Department of Public Welfare (PA Child Abuse History Clearance [Act 151]) background Clearances** **(for more information and forms see our website: www.hbgdiocese.org -- Youth Protection
- ___ **FBI Clearance from Pennsylvania Department of Education** (for more info see www.teaching.state.pa.us)

Forward completed, signed and dated application to the attention of the *Superintendent of Schools* at the address on the heading of application.

**** ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old.

****FEDERAL BUREAU OF INVESTIGATION (Criminal History Record Report)**

All applicants planning to work in any school setting in any capacity must obtain this report. For details about the registration process and federal requirements and scanning locations, visit: www.pa.cogentid.com.

****ACT 151 (PA Child Abuse History Clearance)**

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant **MUST** submit the ORIGINAL report prior to employment.

APPLICATION PROCESS

1. The names of applicants who have successfully completed the application process and who are deemed qualified to be interviewed will be placed on a roster for distribution to all our schools on a regular basis. Principals will request credentials from this office when they have openings and they will contact applicants directly. No teacher interviewing or hiring is done from this office.
 2. Applicant should bring to the interview, **original** copies of the State Police and the Department of Public Welfare clearances.
 3. Applications will be kept on file in this office for a period of **ONE YEAR** from the date of the initial filing. Request must be made **in writing** to the Superintendent in order to keep a file active at the end of a year.
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POST-EMPLOYMENT REQUIREMENTS

1. **ALL** elementary (**Pre-K to 8**) teachers must complete within four (**4**) years from the date of their hiring, the prescribed diocesan course of Religious studies for **Basic** certification and within the subsequent three (**3**) years, those required for **Experienced** certification. This certification is required of all elementary (Pre-K to 8) teachers regardless of subjects taught.
2. **ALL** secondary (**9-12**) teachers, regardless of subjects taught, are required to participate annually in two (**2**) three-hour Religion in-service sessions.
3. **ALL** Pre-K to 12 teachers (with the exception of those whose degrees are in Religious studies) are required to obtain PA Instructional II certification within **six (6) TEACHING years** of the date from which they obtained their PA Instructional I certificate.
4. **ALL** Pre-K-12 teachers whose Instructional I certificate was obtained since June, 1987 are required by Pennsylvania Department of Education (PDE) to complete an Induction Program as one part of the Instructional II certification process. The Diocesan Induction Program has been approved by PDE for this purpose.
5. Teachers whose degrees are in Religion are required to obtain **24** graduate credits (**preferably a Master's degree**) in Religious studies **beyond** their Bachelor's degree, within **six (6) TEACHING years** of the year in which they were hired.