



This is a summary of your preemployment clearance requirements.

All required checks and clearances must be completed at least one week before your proposed start date. Missing or incomplete items will result in a delayed start date.

* Due to specific requirements, we cannot accept clearances previously completed for other employers or schools.

1. Create First Advantage Account - Follow the instructions provided in the email sent from First Advantage (*you may receive correspondence from @fadv.com or @sterlingcheck.com email domain*).
2. Occupational Health - Complete all Occupational Health requirements and clearances using the step-by-step instructions provided in the “CHOP - Action required for your preemployment clearances” email.
3. Form I-9 Appointment - [Click here](#) to schedule your virtual Form I-9 viewing appointment.
4. Click [here](#) and login to upload a clear copy of your identification document(s) as proof of eligibility to work in the United States. The uploaded document(s) must match those presented at your I-9 viewing appointment and to complete the Form I-9. They must be valid and cannot be expired. A list of Form I-9 Acceptable Documents can be found [here](#).
5. Schedule FBI Fingerprints - Follow the instructions provided in the email sent from First Advantage (*you may receive correspondence from @fadv.com or @sterlingcheck.com email domain*). You must complete step 1 to receive the email instructions for FBI fingerprinting.
6. Complete Pennsylvania Child Abuse Clearance Online Application - Follow the instructions provided in the email sent from First Advantage (*you may receive correspondence from @fadv.com or @sterlingcheck.com domain*). You must complete step 1 to receive the email instructions for PA Child Abuse.
7. Upload FBI Fingerprint Report – Click [here](#) and login to upload your full FBI Fingerprint report. our FBI fingerprint report will be emailed from "**PASafeCheck**" (subject: "DHSOCYF Applicant Letter Ready") within 24–48 hours after fingerprinting. **The link can only be accessed once, so open it on a device where you can download and save the report immediately.** If you do not receive the email or fail to save the report, a copy will be mailed to you.

Onboarding and Claiming your CHOP ID:

Once you have successfully completed your required clearances, you will receive an email from **IdentityAdmin@chop.edu** with instructions on how to claim your CHOP ID and complete your onboarding tasks.

There are **two sets of onboarding tasks**, and you must complete the **first set** before gaining access to the **second set**:

- **First Set:** Personal Data
- **Second Set:** Form I-9, Manage Payment Elections (Direct Deposit), Tax Elections (W-4), and related items.