Office of Clinical Experience & Partnerships

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College of Education Clearance Information Sheet

All students [undergraduate, graduate, and transfer Education students in the College of Education (COE) and the College of Visual and Performing Arts (VPA) taking Education classes in a major that requires field experiences] need to complete the following background checks and/or medical testing:

- Act 34   Criminal History Report
- Act 151 Child Abuse History Report
- Act 114 FBI Federal Criminal History Record
- Act 126 Mandated Child Abuse Reporter Training
- TB Test

When obtaining these background checks, <u>please remember</u> to do the following:

- <u>All</u> background checks must be secured in Pennsylvania. Out-of-state clearances will be rejected.
- Use your home address (not school address) when applying for all background checks.
- If you have <u>any</u> arrest or conviction on any background check you must disclose it to the Dean's Office (Beekey 231). Failure to do so may prevent you from completing Clinical Experience.
- *Never relinquish original background checks to anyone.* Keep a hard copy for observations.
- Scan and upload your clearances to Taskstream (See Watermark Support info on back of sheet)

☐ **Act 34 - PA Criminal History Report** - $22.00
Apply online at *<u>https://epatch.state.pa.us</u>* (secure website).
- Click "Submit New Record Check," choose "Individual Request," and under *reason for*, click on "Other**.**"
- Input your personal information and click "proceed."
- Confirm your information, and click "enter this request."
- Click "view queued record check," and then "submit."
- Proceed to payment options. A $22.00 fee will be charged to your credit card.
- When your record has been processed, click the "R-Control" link and click "Certification Form." Immediately **save your official results as a PDF.**

☐ **Act 151 - Child Abuse History Report (Form CY 113)** - $13.00
- Navigate to *<u>www.compass.state.pa.us/cwis/public/home</u>*.
- Choose "Create an Individual Account" (if you don't already have one). Create a Keystone ID (a username consisting of letters and numbers) and fill out the additional information. Once you have logged in with your Keystone ID and set a permanent password, click on "Create Clearance Application."
- When prompted, choose "**School Employee Governed by Public School Code**" under *Application Purpose*.
- After answering all questions, be sure to check "yes" to have a paper version of the certificate sent to you (you will be able to print an electronic version later if needed). Processing takes approximately 14 days.
- Pay the $13.00 fee by debit or credit card.
- Once you receive a copy of your clearance, **keep the official report for your records.**

☐ **Act 114 - FBI Federal Criminal History Record -** $23.85
Fingerprinting <u>must</u> be completed through IdentoGO, <u>not</u> State Police or Department of Human Services. Fingerprinting can now be processed in the Kemp Building on campus.

- Go to: ***https://uenroll.identogo.com/*** (secure website).
  - Type in the service code **1KG6RT (**to register for a PA Department of Education clearance)
  - On the next screen, select "Schedule or Manage an Appointment**."** Complete the registration form and select the photo ID you will bring to your appointment.
- To complete fingerprints <u>on campus</u>:
  - Once you reach the "Search for Enrollment Center" box, type in **SP-KUKemp,** check the "Walk-in" box, and click "Next". Print your confirmation page.
  - Once you have printed the confirmation page, go to ***https://www.kutztown.edu/hr***.
  - In the top right corner, select "Schedule Appointment." Select a date and time and record it for your reference. Enter your name, email, and phone number.
- To complete fingerprints <u>at another location</u>:
  - Once you reach the "Search for Enrollment Center" box, type in a zip code and select a location. You will now be able to schedule an appointment for that location. Print your confirmation page.
- For your appointment, bring the identification document that you selected during the application (i.e. Driver's License), as well as the confirmation page and a debit or credit card for payment. (Payment **MUST BE** in **DEBIT OR CREDIT CARD ONLY**--you CANNOT pay in cash, check PayPal or any other form of payment.)
- **You will receive a receipt (containing your UE ID number) at the fingerprinting location. Keep this receipt for your records. A clearance will NOT arrive in the mail. You will later receive an email with a link to your record, <u>please download your record and keep a copy. You will only be given access to your record one time.</u>**

☐ **Act 126 - Mandated Child Abuse Reporter Training** - No Cost
- **If you have already completed this training, you do <u>not</u> need to re-complete the course.**
- Navigate to ***www.reportabusepa.pitt.edu***. Register for training under Berks County.
- Upon completing the course, **download your certificate as a PDF and upload to Taskstream.**

☐ **TB Testing** - $10.00 (at Kutztown University)
- TB testing may be administered by your private health care provider/family physician or the KU Health & Wellness Center in Beck Hall (test Tuesday, check results Thursday, 11am-12pm, no appointment needed)
- Results may be submitted on a script pad or doctor's letterhead with your name, the negative result, date, and the original signature of your physician (no name stamps may be used).
- **Keep the testing results for your records.**

Taskstream or clearance questions? Please contact KU Watermark Support, BK 129
E-mail: watermarkhelp@kutztown.edu   Phone: 610-683-4356 or 484-646-5900