<u>Spring 2022</u> Student Teachers
Instructions for Obtaining Clearances
Single Placement Student Teachers

**Student teachers are required to obtain a new set of clearances
<u>prior</u> to entering their placement:**

Must be dated AFTER May 15, 2021	Act 34, Act 151, Act 114, and Resume'
Good for 5 years	Act 126
Dated for the 2021-2022 School Year	PTSAT Training
Make sure it covers Spring 2022	PSEA Insurance
Must be dated AFTER November 1, 2021	TB Test-90 days out of your placement

All Clearances are <u>Due October 31st</u> (except the 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 **any** 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.
- Keep a hard copy of all clearances with you for student teaching. *Never relinquish original background checks to anyone.*
- Scan and upload your clearances to the Taskstream DRF: **Student Teaching Clearances Spring 2022**

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

☐ **Act 34 - PA Criminal History Report** - $22.00

Apply online at *https://epatch.state.pa.us* (secure website).
- Click "Submit New Record Check," choose **"Individual Request,"** and under *reason for*, click on **"Employment."**
- 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.**
- Helpdesk **1-888-783-7972--Please call this number if you have any inquiries about this report.**

☐ **Act 151 - Child Abuse History Report (Form CY 113)** - $13.00

- Navigate to ***www.compass.state.pa.us/cwis/public/home***.
- 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.**
- Helpdesk **1-877-343-0494-- Please call this number if you have any inquiries about this report.**

☐ Act 114 - FBI Federal Criminal History Record - $23.85

Fingerprinting <u>MUST</u> be completed through IdentoGO, *not* State Police or Department of Human Services. Fingerprinting can now be completed 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.

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Payment **MUST BE** in **DEBIT OR CREDIT CARD ONLY-**
You **CANNOT** pay in cash, check, PayPal or any other form of payment.

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- **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>**
- **The Unofficial FBI Record is the clearance that school districts will need from you. Save a copy of it to your computer as soon as click on that one-time link.**
- Helpdesk **1-855-845-7434-- Please call this number if you have any inquiries about this report.**

☐ 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. It's good for 5 years.**
- 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 – Cost will vary

- PDE requires all student teachers to be tested within 90 days of entering a school building. This means testing will need to be done 90 days prior to your placement. (Check your date at the top of this sheet)
- 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 to Taskstream 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.**

☐ Student PSEA Insurance - $30.00

- Apply online at **http://psea.org** after April 1st for fall, or September 1st for Spring.
- Click "Join PSEA," and join online as a college student.
- Pay the membership fee and upload a copy of the receipt to Taskstream.

☐ **PSSA Training Module -** No Cost
- Navigate to **https://www.pstattraining.net** and **register using Berks County/Kutztown schools**
- Complete the online training module, then print out the certificate and upload to Taskstream.

☐ **Resume**
- Resumes MUST be submitted and approved by the Career Center via Handshake then uploaded to Taskstream.
- Upload your resume to Handshake on the Career Services website using your KU login: **https://www.kutztown.edu/about-ku/administrative-offices/career-development-center/handshake-(internships-and-jobs).html**.
- It will take Career Services 2-3 days to review and return your resume.
- You can also visit Career Services in person M-F 2pm-4pm in the Stratton Building Rm 113.
- If you have any questions concerning Handshake, please email careerhelp@kutztown.edu

If you have ANY questions or concerns about clearances, please contact me:

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Office of Clinical Experiences & Partnerships
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