



Kutztown University | College of Education
Office of Clinical Experiences and Partnerships

Spring 2025 Student Teaching | Mandatory Clearance Due Dates & Information

Clearances MUST meet these timeframes. Clearances dated outside of them will be rejected.

Act 34 PA Criminal History Report	Dated AFTER May 16, 2024
Act 114 FBI Criminal Record (fingerprinting)	Dated AFTER May 16, 2024
Act 126 Mandated Reporter Training	Dated AFTER May 16, 2020
Act 151 Child Abuse History	Dated AFTER May 16, 2024
PTSAT Training (Keystones/PSSAs)	Dated AFTER November 1, 2024
PSEA Insurance	Can purchase AFTER May 16, 2024
Resume	Dated AFTER May 16, 2024 to include early field work

PA mandates that TB tests MUST be dated within 90 days of entering a school building.

If you have two placements, it must be dated within 90 days of your SECOND placement start date.

One school district placement	Dated AFTER November 1, 2024
Two school district placements	Dated AFTER December 25, 2024

Important Clearance Dates

- **Starting May 16, 2024:** You may begin renewing your clearances. Login to Anthology at: kutztown.chalkandwire.com
- **December 6, 2024:** Mandatory deadline for uploading clearances to Anthology.
- **January 17, 2025:** Mandatory deadline students with 2 placements to upload TB tests to Anthology.

Important Notes

- Clearances MUST be uploaded to the **Student Teaching Clearances** portfolio in Anthology.
- Clearances obtained outside the mandatory timeframes or with incorrect reasons for request/service codes will be rejected and must be redone. KU will not refund incorrectly obtained clearances.
- **Any arrest or conviction on a clearance must be disclosed to the COE Dean's Office in Beekey 231 ASAP. Failure to do so can prevent you from completing clinical experience.**
- Use your home address, not campus address when registering for clearances.
- Clearances MUST be obtained through the linked PA state websites/using the correct service codes.
- **Medical Marijuana Policy:** [Please see Kutztown University's medical marijuana policy here](#). School districts have the right to drug test and can refuse placement for anyone testing positive.
- School districts can require additional medical clearances or forms (ex: physicals, drug tests, vaccination record, Act 24 conviction report, etc.)
- If you are struggling to obtain clearances for *any* reason, reach out to us as soon as possible.

For questions about the clearance/date requirements, contact the Office of Clinical Experiences:

Greg McNair | Beekey 224 | gmcnair@kutztown.edu | 610-683-4256,

Dr. Tracy Driehaus | Beekey 222 | driehaus@kutztown.edu | 610-683-4276

For help with Anthology, contact the COE Support Center:

Vale Deeter | Beekey 129 | coesupport@kutztown.edu | 484-646-5900

Mandatory Student Teaching Clearances

Act 34 PA Criminal History Report - \$22.00

- Go to epatch.pa.gov and select **Submit New Record Check**, accept the Terms & Conditions, choose **Individual Request**, and select **Employment as Reason for Request**. DO NOT select any "Volunteer" or "Other" options.
- 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 and pay the \$22.00 fee by credit/debit card.
- **Once the application is submitted, save your R-Control Number**. This number is required for checking your clearance's status if not processed right away.
- **When your record has been processed, click the R-Control number, and click Certification Form**. Immediately save your official results as a PDF and upload the document to Anthology. If you do not download the results immediately, you will lose access to them unless you have your R-Control number saved.

If you have questions or need help, contact the EPATCH help desk at 1-888-783-7972.

Act 114 FBI Federal Criminal History Record - \$25.25

Fingerprinting must be registered through **IdentoGO**, using service code **1KG6RT** (PA-PDE-Colleges/Universities Teacher Education Program). A clearance obtained with a different code will not be accepted.

Go to uenroll.identogo.com and enter 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 on campus:

- At the **Search for Enrollment Center** prompt, type in **SP-KUHR**, check the **Walk-in** box, and click **Next**. Print your confirmation page.
- Once you have printed the confirmation page, go to kutztown.edu/HR and click the **Fingerprinting Appointment** button. In the calendar, set up an appointment date and time and enter the required information. Be sure to save your appointment information.

To complete fingerprints at another location:

- In 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.

Fingerprinting appointment:

- Bring the photo ID that you selected during the application as well as the confirmation page and a debit/credit card for payment. Payment must be by card. Cash, PayPal, etc. are not accepted.

Results:

- **At your appointment, you will receive a paper receipt with your UE ID number**. Upload a copy/photo of this receipt OR upload a screenshot of your confirmation email with the UE ID number to Anthology.
- **Results will not arrive in the mail. You will receive an email with a one-time link to your record. Download your record and save a copy immediately; this is the document that schools require.**
 - If you lose access to your clearance results, the COE Support Center can print them out for you. You must be able to provide your UE ID number for us to access the results.

If you have questions or need help, contact the Identogo help desk at 1-855-845-7434.

Act 126 Mandated Child Abuse Reporter Training - No Cost

(If you have already completed this training, you do not need to re-complete the course. It is good for 5 years.)

- Go to <https://www.reportabusepa.pitt.edu>. Login or create a new account.
- Upon completing the course, download your certificate as a PDF and upload to Anthology.
- If you complete this training through a course other than the University of Pittsburgh site, it MUST total three hours of training as mandated by the Pennsylvania Dept. of Education.

If you have questions or need help, contact Pitt's support center at helpcpsl@pitt.edu or 717-605-0236.

Act 151 Child Abuse History Report - \$13.00

- Go to the PA Child Welfare Portal at compass.state.pa.us/cwis/public/home
- Choose **Create an Individual Account** (if you don't already have one). Create your **Keystone ID** and fill out the required 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**. DO NOT select "Volunteer" or any other options.
- After answering all questions, check **Yes** to have a paper version of the certificate sent to you as well (you can print an electronic version later if needed). Processing takes approximately 14 days.
- Pay the \$13.00 fee by credit/debit card.
- When the clearance has been processed, you will receive an email with a link to login to the Child Welfare Portal to access your results. Download/print your results right away. Upload a copy to Anthology and save a copy for your own records.

If you have questions or need help, contact the PA Child Welfare Portal support center at 1-877-343-0494.

TB Testing - Cost varies

- 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. **See the date requirements on the first page of this packet.**
- TB testing may be administered by your private health care provider, a location like an express care/CVS/Rite Aid, or the KU Health & Wellness Center. The Center offers testing **only** during the regular spring and fall semesters.
 - To make an appointment at the KU Health & Wellness Center, **call 610-683-4082**. Please note that there may be limited availability at busy times of the semester.
- Results may be submitted to Anthology on a script pad or doctor's letterhead with your name, the negative result, date, and physician signature.
 - Screenshots from a health portal app may not contain all the required information and may be rejected.

Student PSEA Insurance | \$30.00

- Apply online at psea.org.
- Click **Join PSEA** and scroll down to apply as a "**Future Educator (Student PSEA)**".
- **Be sure your membership will cover the Spring 2025 semester.**
- Pay the membership fee and download the receipt as a PDF and upload to Anthology.

PSSA/PTSAT Training | no cost

- Go to pstattraining.net.
- Register for an account under any **Berks County** school.
- Complete the 2024-2025 training module, print/download the certificate as a PDF and upload to Anthology.

Resume

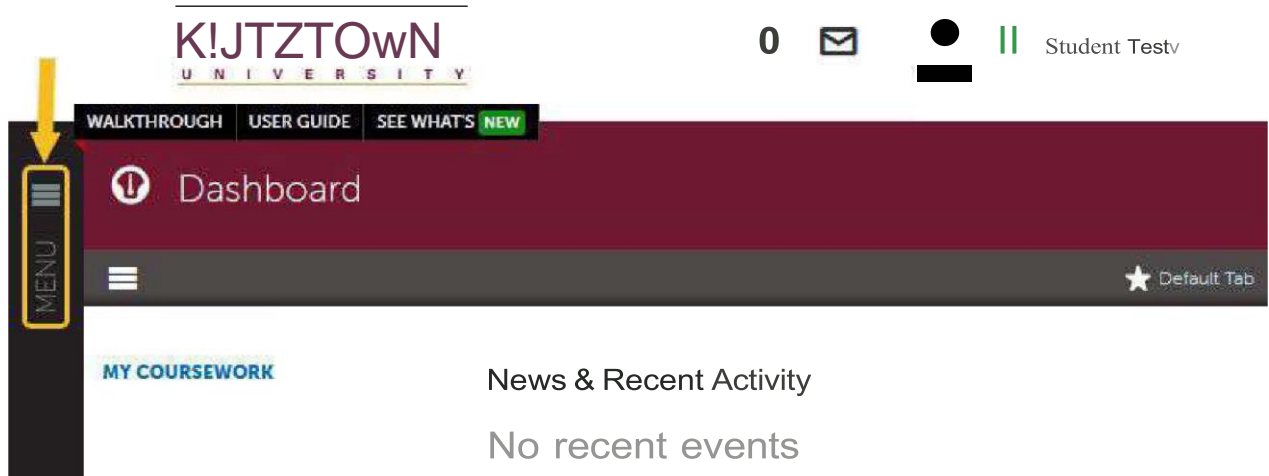
- Resumes must be submitted and approved by KU's Career Center via Handshake using your KU login: app.joinhandshake.com/login
 - You can also visit Career Services in-person in Stratton 113.
- It will take the Career Center 2-3 days to review and return your resume.
- Upload the approved resume to Anthology.

For questions regarding Handshake, please contact careerhelp@kutztown.edu.

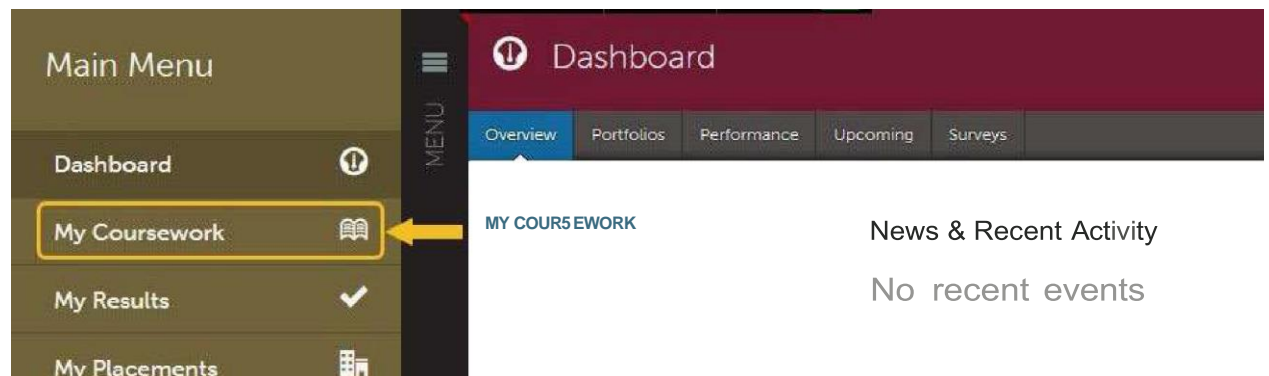
Submit clearances to the **Student Teaching Clearances portfolio** in Anthology. See the following pages for directions. For Anthology help, contact the COE Support center at COEsupport@kutztown.edu | 484-646-5900.

Submitting Student Teaching Clearance Results on Anthology

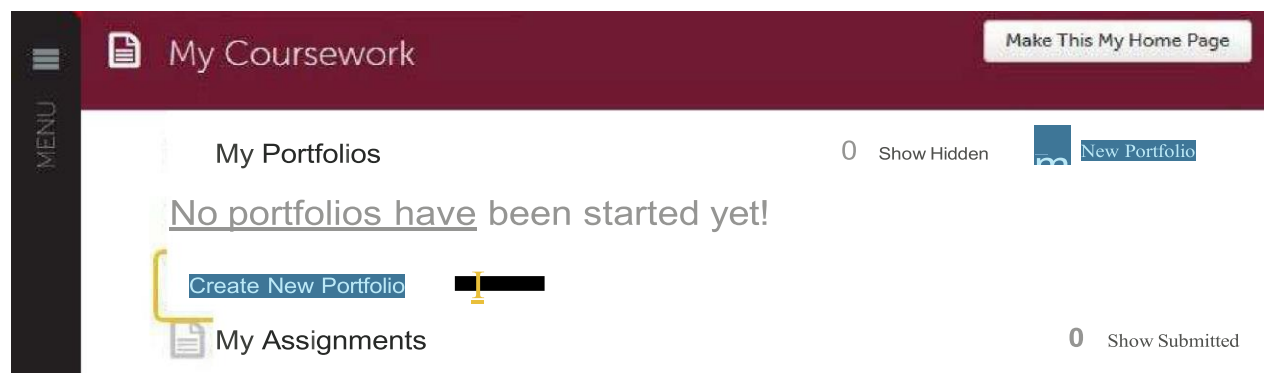
1. Log in to Anthology at <https://kutztown.chalkandwire.com>. Click the **Menu** tab on the upper right-hand side.



2. Select the **My Coursework** tab to start creating a portfolio.



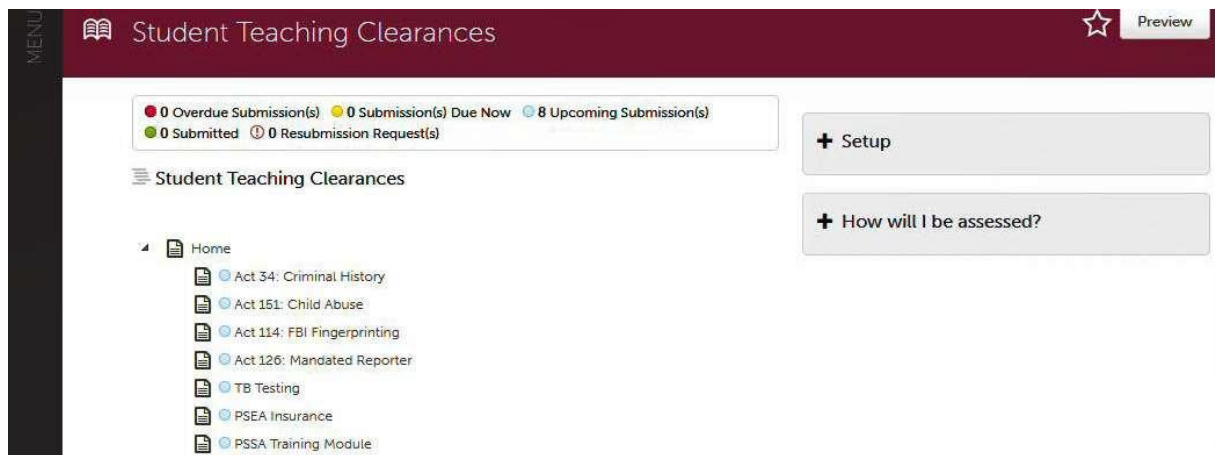
3. Select **Create New Portfolio**.



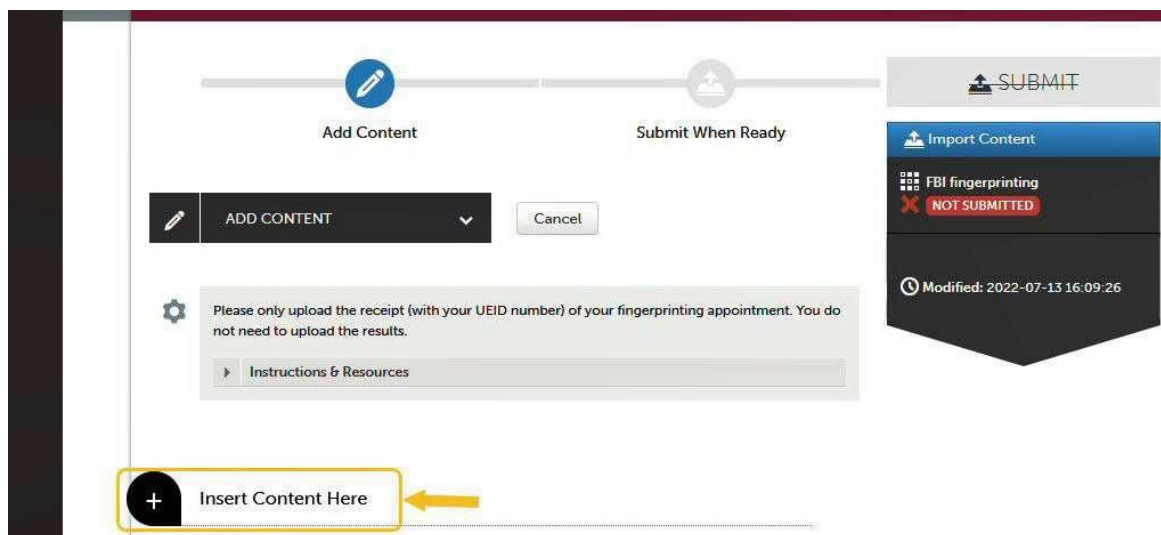
4. Type in your name and select **Student Teaching Clearances** from the Table of Contents drop down. If you do not see this option (you will need to scroll down the menu), please contact the College of Education Support Center at coesupport@kutztown.edu to be added to the group.



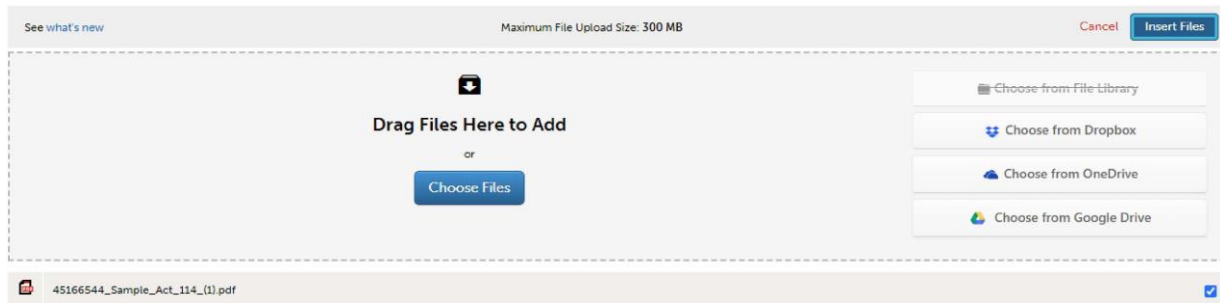
5. Click the **Create** button to finish setting up your portfolio. You will be taken to a new screen to start uploading your clearance results. You will see the portfolio's required submissions on the left-hand side. Each of these sections function as a page within the portfolio to upload files to. Click on any of these sections to start uploading your results.



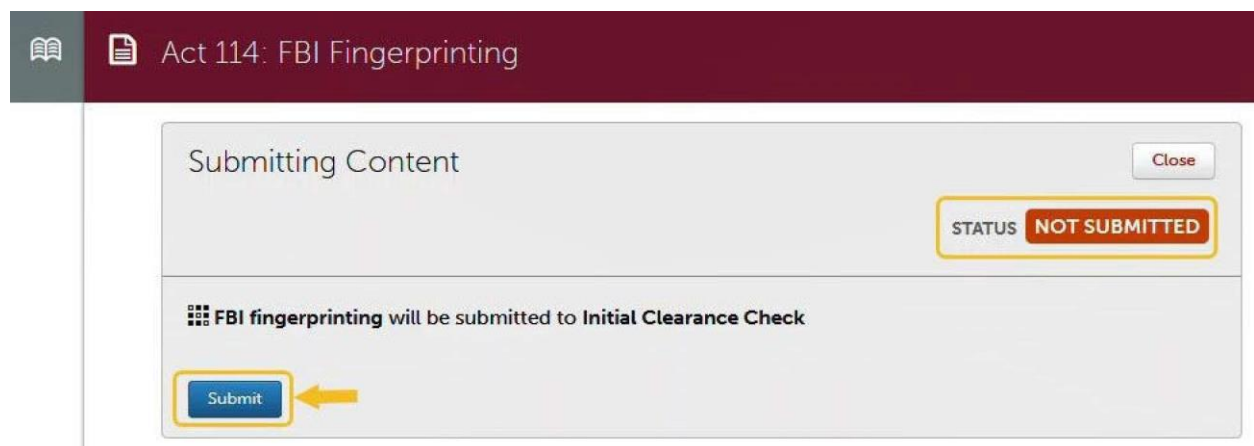
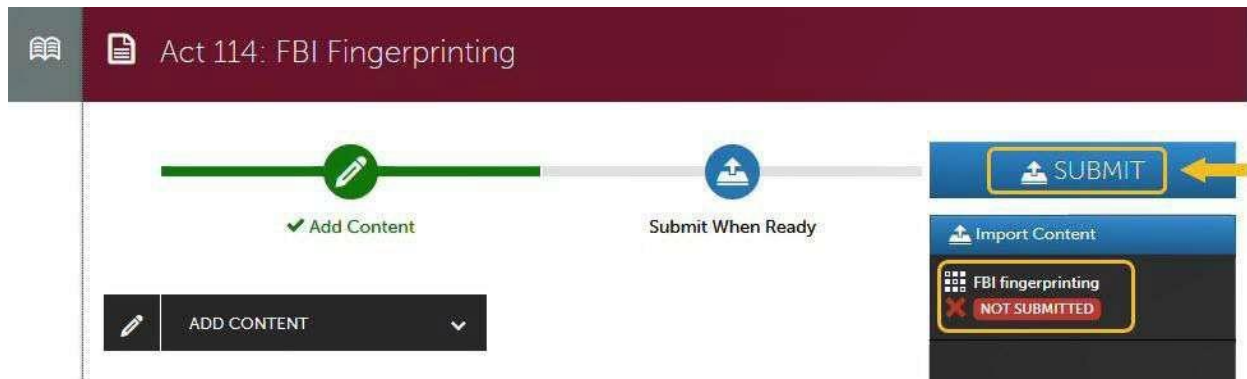
6. After clicking on a clearance section, you will see a new screen. Click the black **Add Content** button and select **Add File** from the dropdown. Click on the **Insert Content Here** dialogue that appears.



7. Drag and drop a file into the window or click **Choose Files** to upload a file from your computer.
 - a. To **Choose Files**, navigate to the file you want from the pop-up box, select it, and click **Open**. You can select multiple files to upload.
8. Click the **Insert Files** button to confirm uploading the files to the portfolio section. Note: this step does not submit the work for evaluation.



9. After inserting the files, click the blue **SUBMIT** button on the upper right-hand side to be taken to the submission page. Then click the smaller blue **Submit** button on the lower right-hand side to submit the work for evaluation.



10. You should see a confirmation page with the status changed to **SUBMITTED** and a green checkmark. Click on the grey icon with an open book to go back to the portfolio's main page.

Submitting Content Close

STATUS **SUBMITTED**

Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Anonymous Assessor	FBI fingerprinting	Act 114: FBI Fingerprinting	2022-07-13

[REVIEW SUBMISSION](#)

11. Back in the main portfolio page, the indicator for the clearance will turn green after submission. Submit clearance results for the rest of the sections using these steps.

Student Teaching Clearances Preview

0 Overdue Submission(s) 0 Submission(s) Due Now 7 Upcoming Submission(s) 1 Submitted 0 Resubmission Request(s)

Student Teaching Clearances

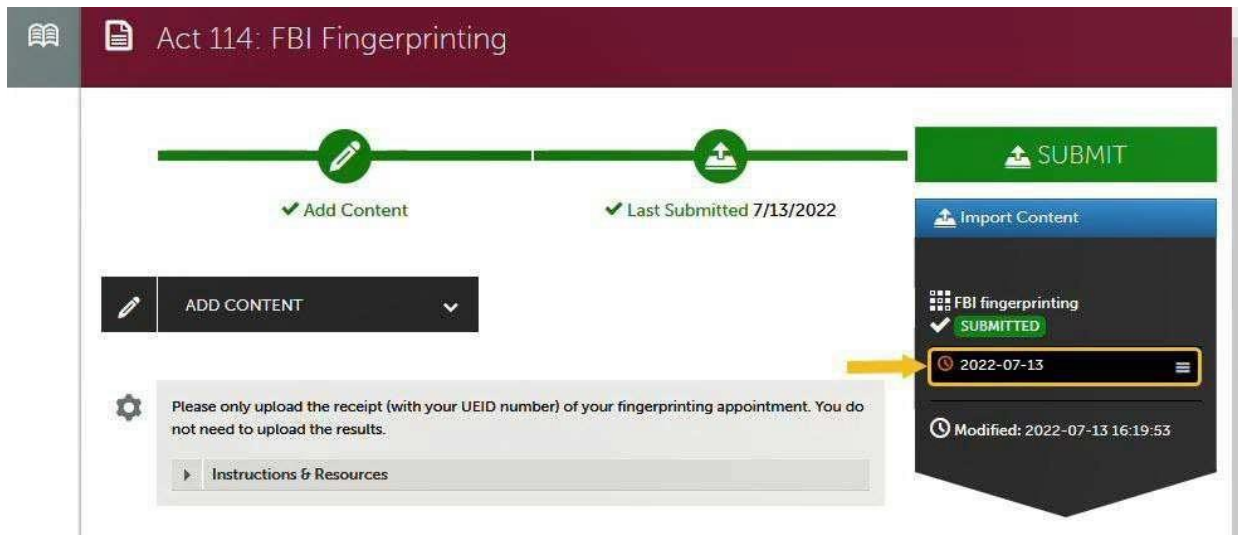
- Home
 - Act 34: Criminal History
 - Act 151: Child Abuse
 - Act 114: FBI Fingerprinting
 - Act 126: Mandated Reporter
 - TB Testing**
 - PSEA Insurance
 - PSSA Training Module

+ Setup

+ How will I be assessed?

Anthology or clearance questions? Contact the COE Support Center in Beekey 129. Monday-Friday: 8am-12pm, 1pm-4:30pm | COEsupport@kutztown.edu | 484-646-5900

Note: If you accidentally uploaded the wrong file for a section and submitted it, you can withdraw the submission. Go to your clearances portfolio and select the clearance section you need to fix.



On the new screen, click the submission date for the clearance on the right-hand side. Select **Withdraw** from the drop-down menu. If this option does not appear, it means that the evaluator has already started reviewing the clearance and you need to wait for the score.

