



Kutztown University | College of Education

First Semester & Transfer Student Initial Clearances

All College of Education (COE) and College of Visual and Performing Arts (VPA) students in a teacher education program that requires field/clinical experience must complete the following clearances:

- Act 34 PA 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

Important notes:

- **Clearances must be dated no earlier than 4 months before the start of your first semester in a KU teacher ed program.**
- For students starting in the fall semester, clearances are due to Anthology by October 15th. For students starting in the spring, clearances are due by February 15th.
- Clearances MUST be obtained through the linked PA state websites/using the correct service codes.
- Use your home address, not campus address when registering for clearances.
- Upload your clearance results to Anthology and keep a hard copy for observations.
- Any arrest or conviction on a clearance must be disclosed to the COE Dean's Office in Beekey 231. Failure to do so may prevent you from completing early field/clinical experiences.

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**, select **Employment** as Reason for Request. DO NOT select the "Volunteer" option.
- 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.
- 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 to Anthology. If you do not download the results immediately, you will lose access 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

Must be obtained through **IdentoGO**, using service code **1KG6RT**. A clearance 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** and complete the registration form.
- *To complete fingerprints on campus:*
 - At the **Search for Enrollment Center** prompt, type in **SP-KUHR**, check the **Walk-in** box, and click **Next**. Save your confirmation page. [Then go to KU's Human Resources appointment calendar linked here to schedule an appointment.](#)
 - (kutztown.edu/hr → click Fingerprinting Appointment for calendar)
- *To complete fingerprinting at another location:*
 - In the **Search for Enrollment Center** box, type in a zip code and select a location. Schedule an appointment for that location. Save your confirmation page.

For the 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 for this clearance.

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. You may upload this to Anthology instead of the receipt.

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

Continued →

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. Upload your current certificate to Anthology.)

- 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 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 can print an electronic version later if needed). Processing takes approximately 14 days.
- Pay the \$13.00 fee by credit/debit card.
- Once you receive a copy of your clearance, keep the official report for your records and upload to Anthology.
- If you have questions or need help, contact the CWIS Support Center at 1-877-343-0494.

TB Testing - Cost varies (\$14 at KU Health & Wellness center for undergrads)

- 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.
- Per PDE, exemptions from TB testing are not permitted, religious or otherwise, due to the health risk TB poses in a school setting.

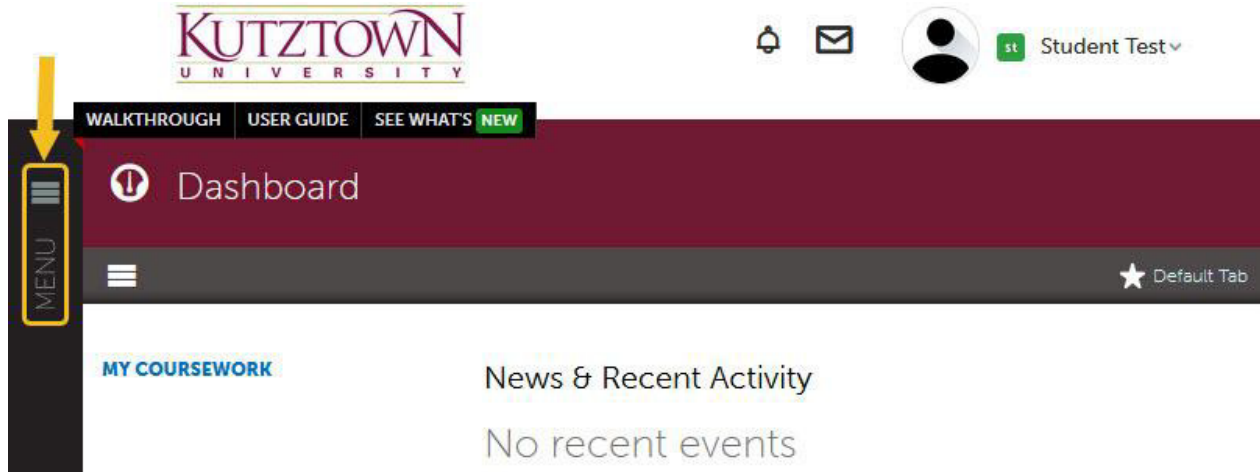
**Anthology or clearance questions? Contact the COE Support Center in Beekey 129
Monday-Friday 8am-12pm, 1pm-4pm | COEsupport@kutztown.edu | 484-646-5900**

Continue to walkthrough for submitting clearances to Anthology →

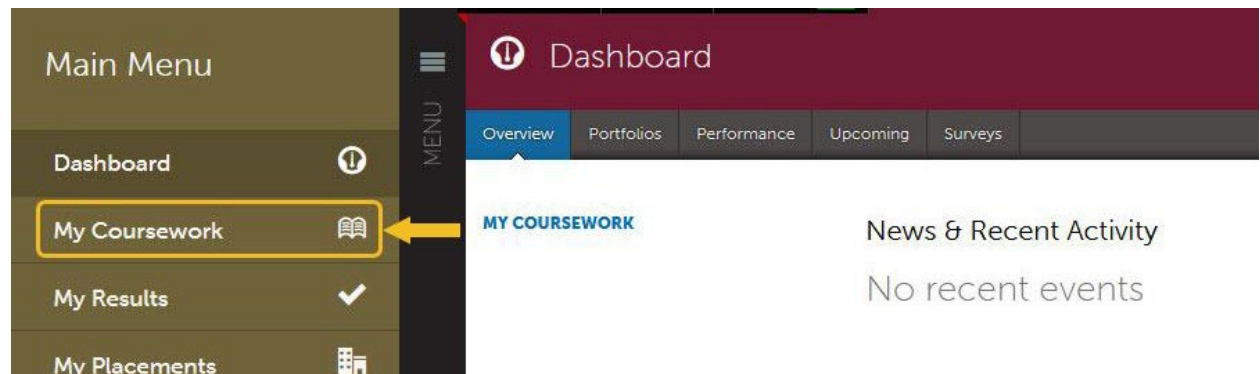


Kutztown University | College of Education Submitting Initial Clearance Results on Anthology

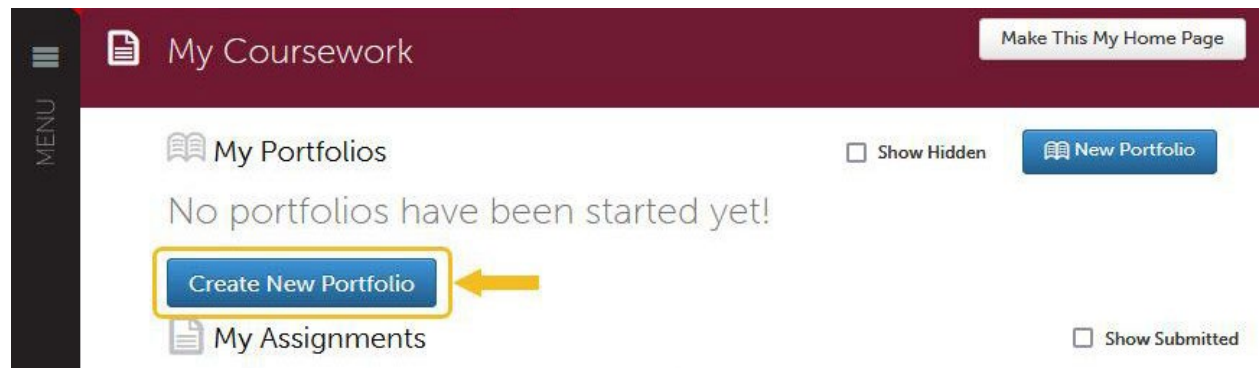
1. Log in to Anthology at <https://kutztown.chalkandwire.com>. Click the **Menu** tab on the upper right-hand side.



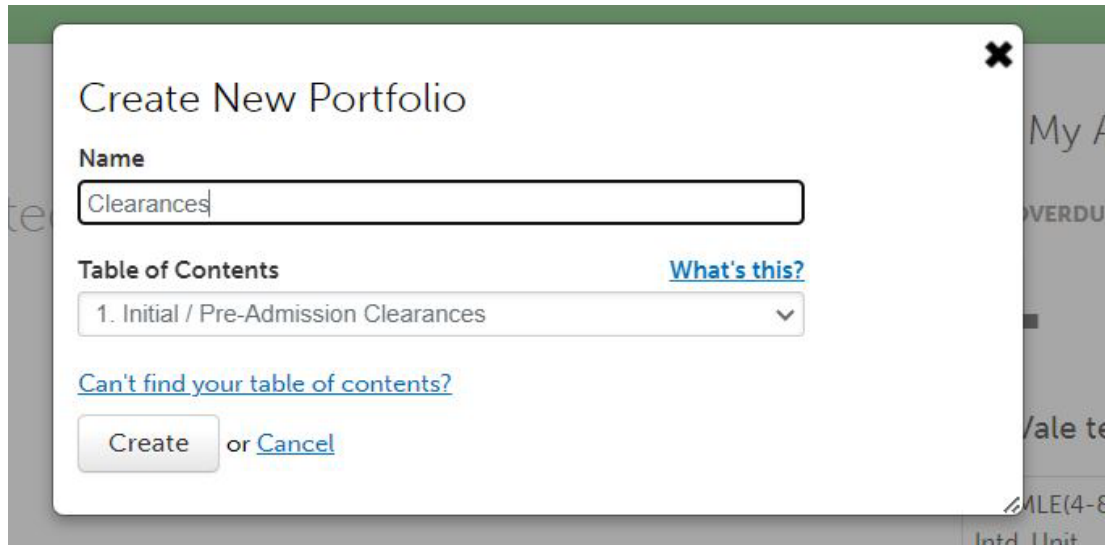
2. Select the **My Coursework** tab to start creating a portfolio.



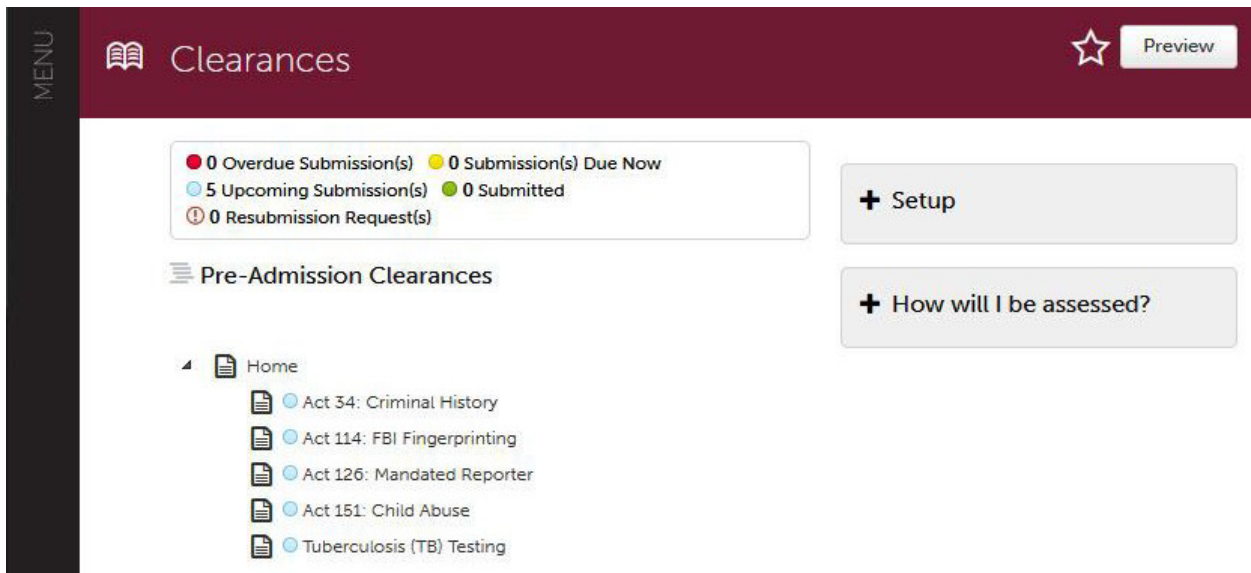
3. Select **Create New Portfolio**.



4. Name the portfolio “Clearances” and select **Initial / Pre-Admission Clearances** from the Table of Contents drop down. DO NOT select your program/major from the menu!

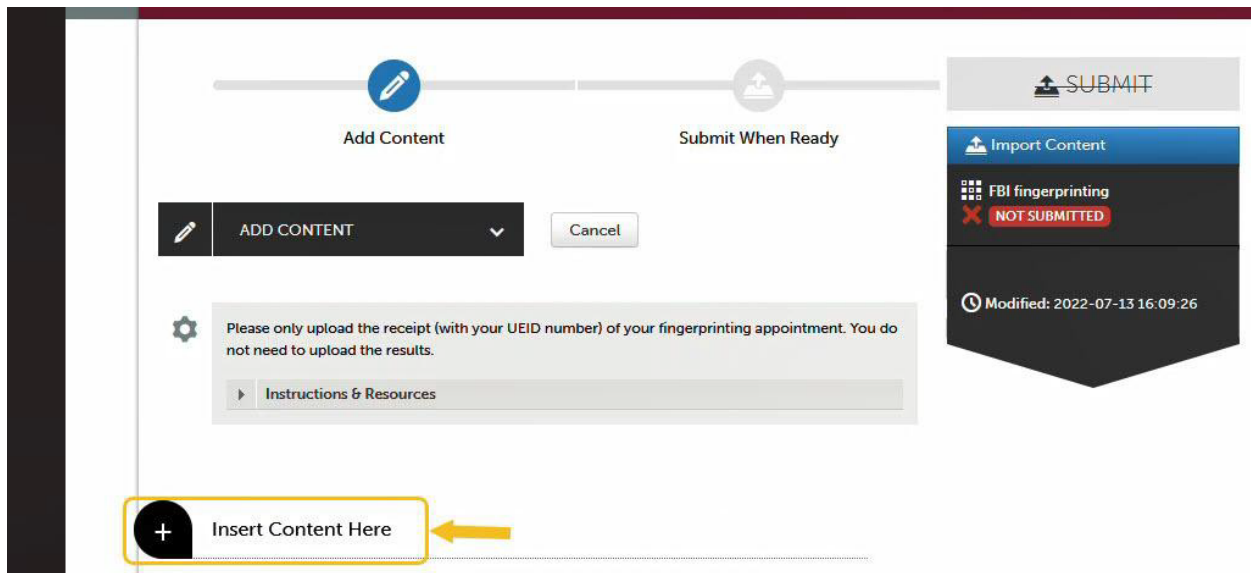


5. Click the **Create** button to finish setting up your portfolio. You will be taken to a new screen to start uploading your clearance results. You will see the portfolio’s required submissions on the left-hand side. Each of these sections function as a page within the portfolio to upload files to.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

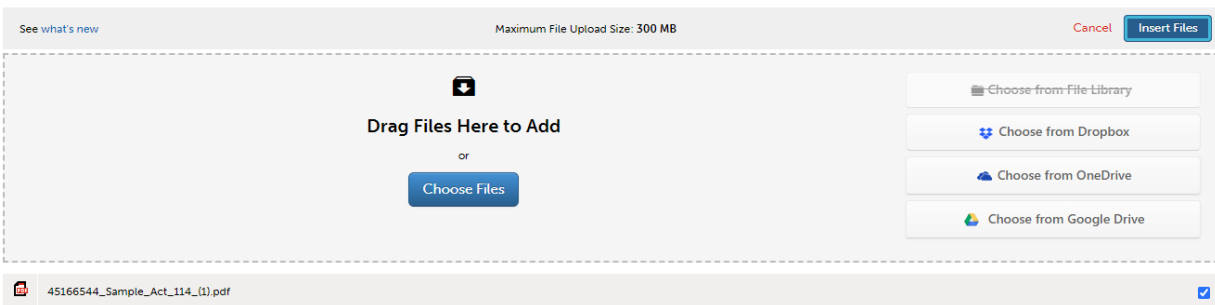


Continued →

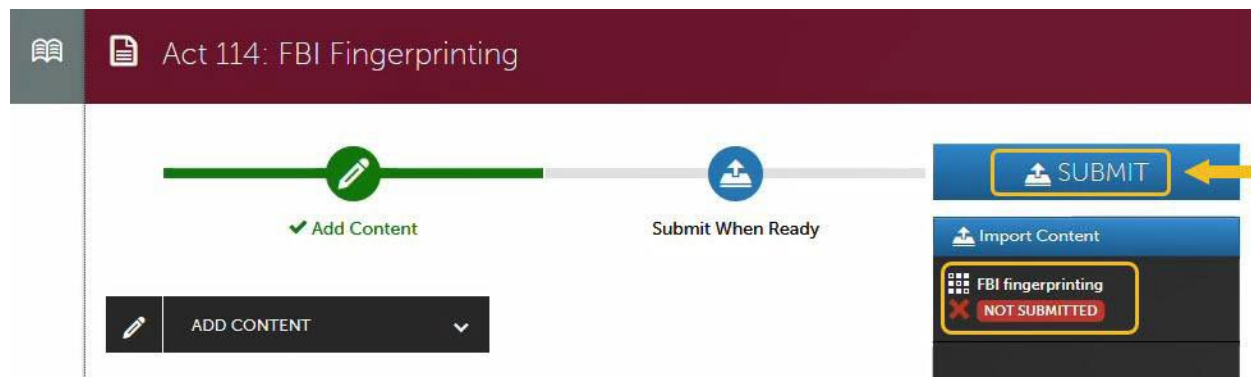
- After clicking on a clearance section, you will see a new screen. Click the black **Add Content** button and select **Add File** from the dropdown. Click on the **Insert Content Here** dialogue that appears.



- Drag and drop a file into the window or click **Choose Files** to upload a file from your computer.
 - 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.
- Click the **Insert Files** button to confirm uploading the files to the portfolio section. Note: this step does not submit the work for evaluation.



- 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.



Act 114: FBI Fingerprinting

Submitting Content Close

STATUS **NOT SUBMITTED**

📄 FBI fingerprinting will be submitted to Initial Clearance Check

Submit ←

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.

Act 114: FBI Fingerprinting

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.

MENU Clearances ☆ Preview

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

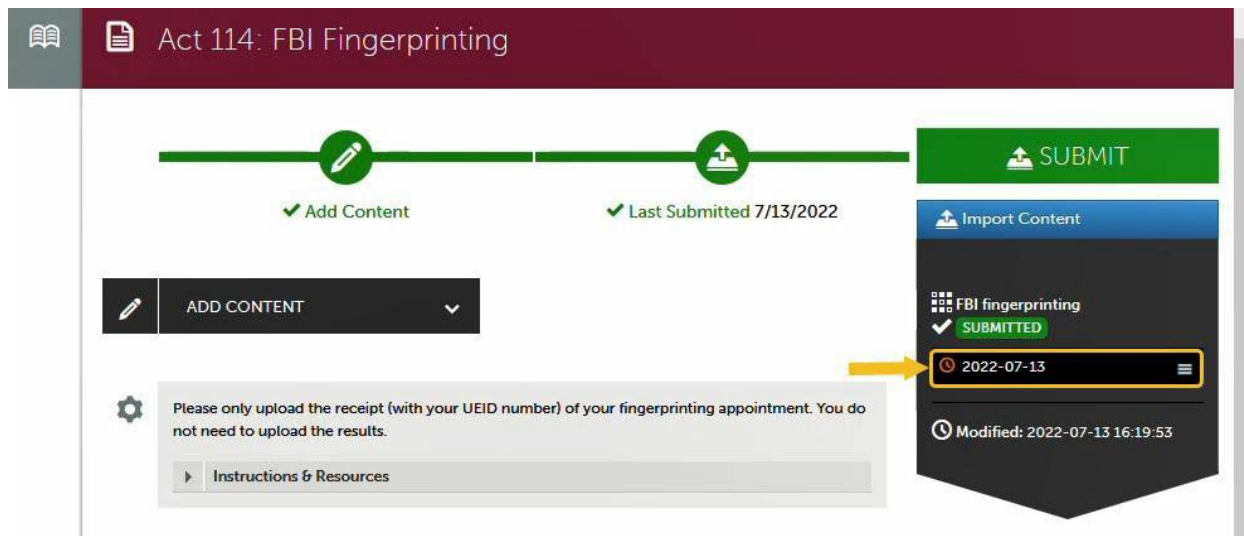
+ Setup

+ How will I be assessed?

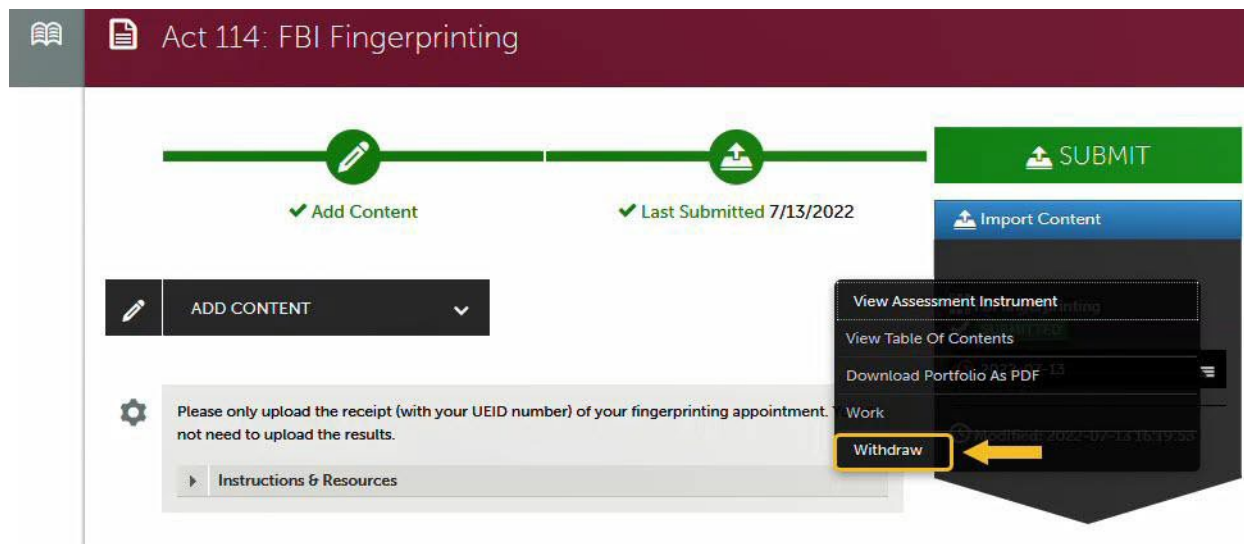
☰ Pre-Admission Clearances

- Home
 - Act 34: Criminal History
 - Act 114: FBI Fingerprinting**
 - Act 126: Mandated Reporter
 - Act 151: Child Abuse
 - Tuberculosis (TB) Testing

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 dropdown 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.



**For help, contact the COE Support Center in Beekey 129.
Monday-Friday: 8am-12pm, 1pm-4:30pm
COEsupport@kutztown.edu | 484-646-5900**