



Kutztown University | College of Education

First Semester Initial Clearances

All College of Education (COE) and College of Visual and Performing Arts (VPA) students in a teacher certification program must submit the following clearances upon entry:

- 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 testing

Important notes:

- **Clearances must be dated no earlier than 4 months before the start of your first semester in an education 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 March 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 save personal copies for yourself.
- Any arrest/conviction must be reported to the COE Dean's Office. Failure to do so may inhibit partaking in field 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 - \$26.25

For use in a public school, this clearance 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 (\$12 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.
 - The KU Health & Wellness Center will hold scheduled clinics. Individual TB testing is no longer offered. These scheduled testing and reading dates will be and shared with education students. TB testing at the Center costs \$12. Graduate students will be charged the additional Health & Wellness Center fee.
- We accept results from the standard 2-step skin test or the blood test method.
- You may receive the test results on a paper form or as a digital form in your online patient portal. Results must include your name, test & reading dates, test result, administering physicians, and the testing location.
 - If you submit a screenshot from a patient portal app, it must include all the required information.
- Per PDE, exemptions from TB testing are not permitted, religious or otherwise, due to the health risk TB poses in a school setting.

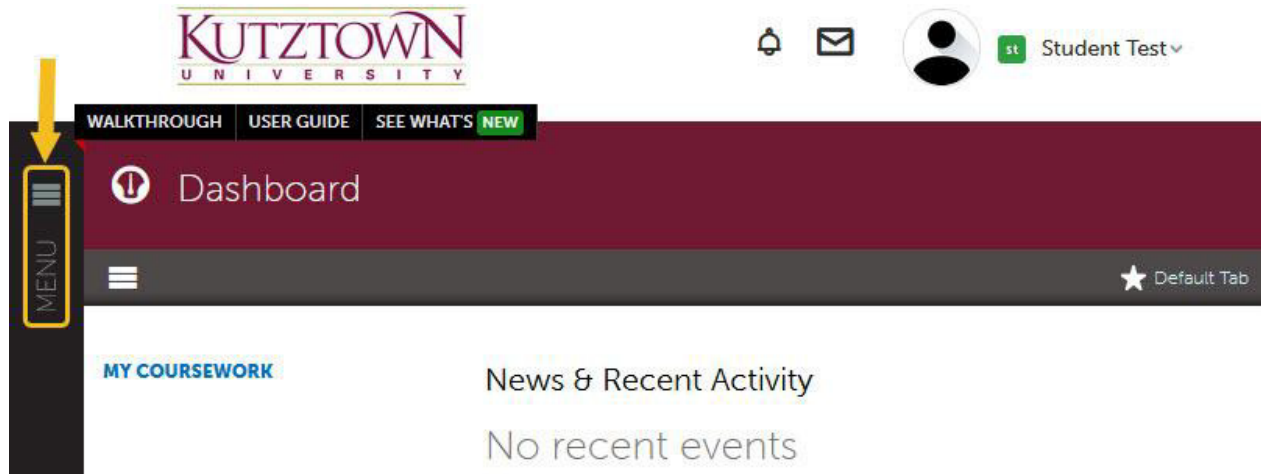
**Anthology or clearance questions? Contact the COE Support Center in Beekey 129
Monday-Friday 8am-12pm, 1pm-4pm | COEsupport@kutztown.edu | 484-646-5900**

Continue to walkthrough for submitting clearances to Anthology →

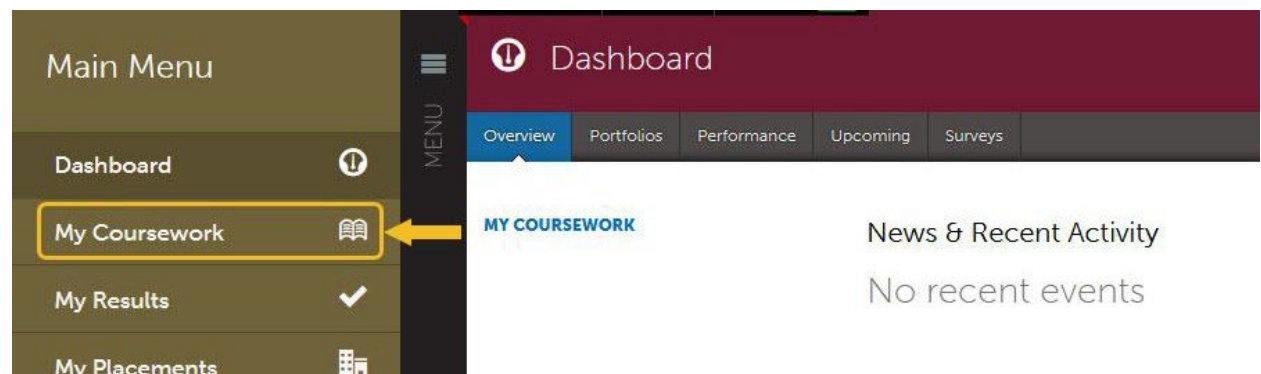


Kutztown University | College of Education Submitting Initial Clearance Results on Anthology

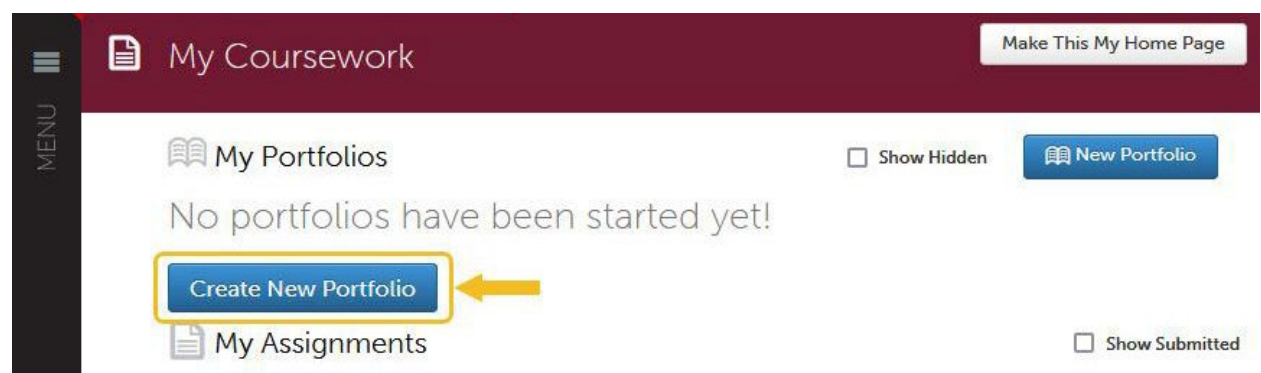
1. Log in to Anthology at <https://kutztown.chalkandwire.com>. Click the **Menu** tab on the upper right-hand side.



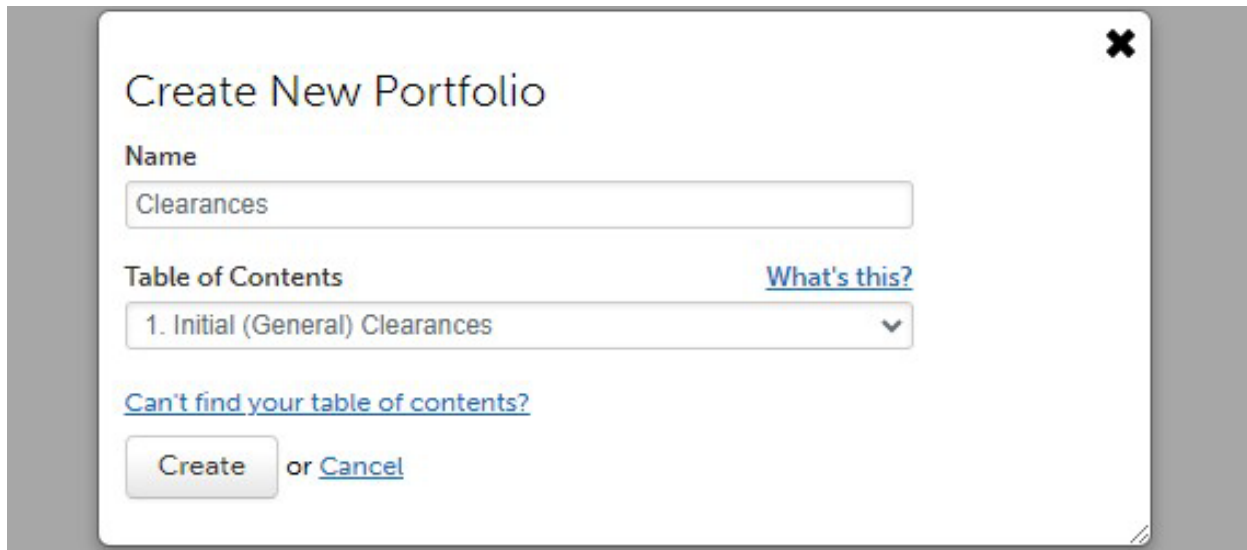
2. Select the **My Coursework** tab to start creating a portfolio.



3. Select **Create New Portfolio**.



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



Create New Portfolio

Name

Clearances

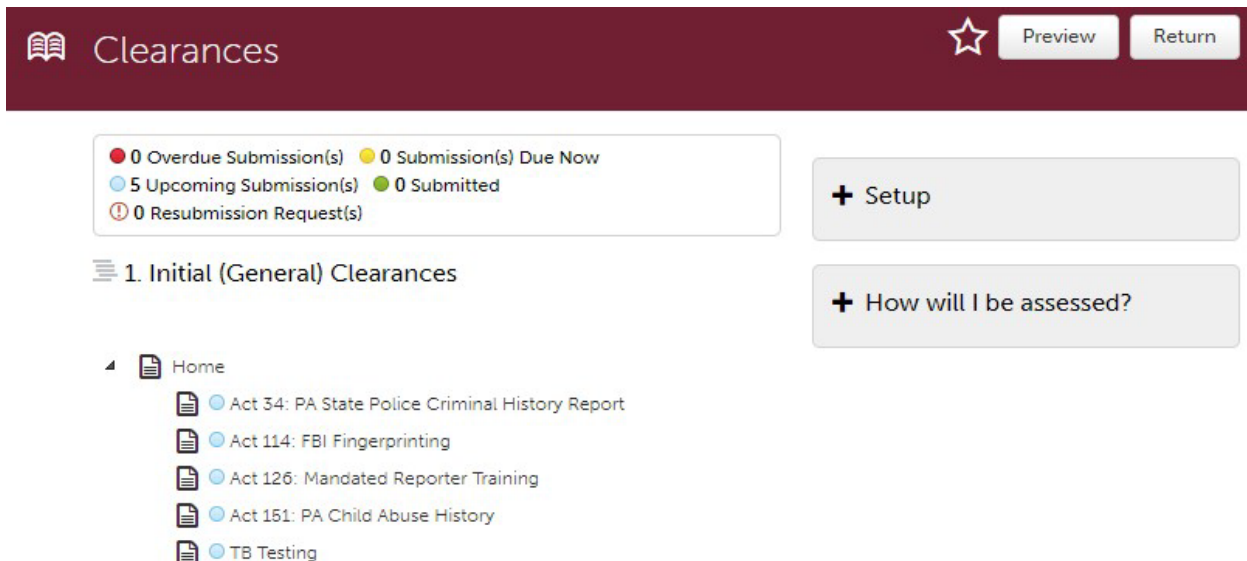
Table of Contents [What's this?](#)



1. Initial (General) Clearances

[Can't find your table of contents?](#)

Create or [Cancel](#)

5. Click the **Create** button to finish setting up your portfolio. On the next screen, you will see a list of the required clearances. Each of these sections act as submission pages. Click on any of these sections to access the clearance’s submission page and start uploading your results.



 Clearances  [Preview](#) [Return](#)

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

+ Setup

+ How will I be assessed?

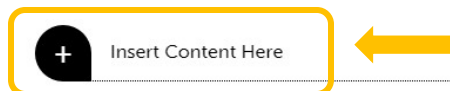
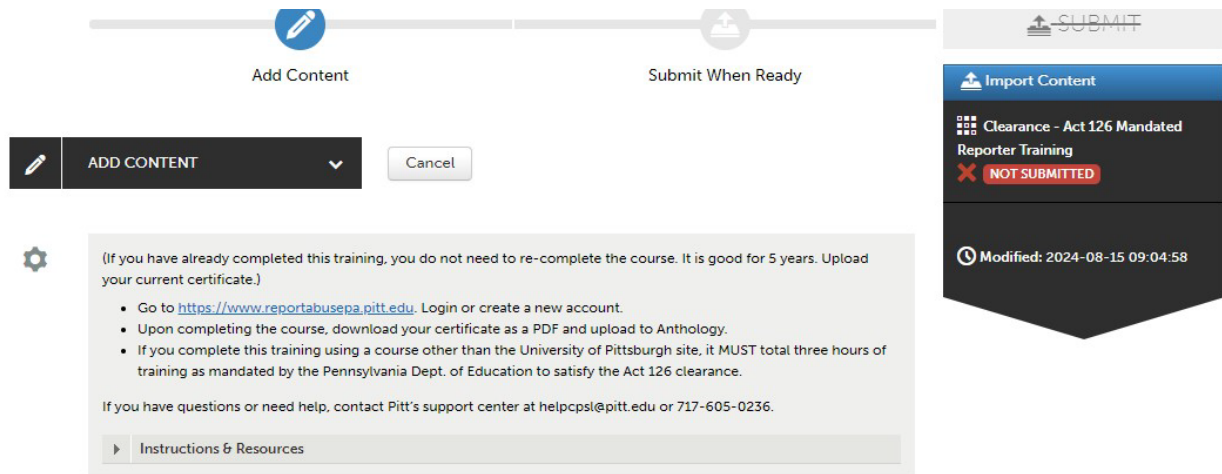
1. Initial (General) Clearances

Home

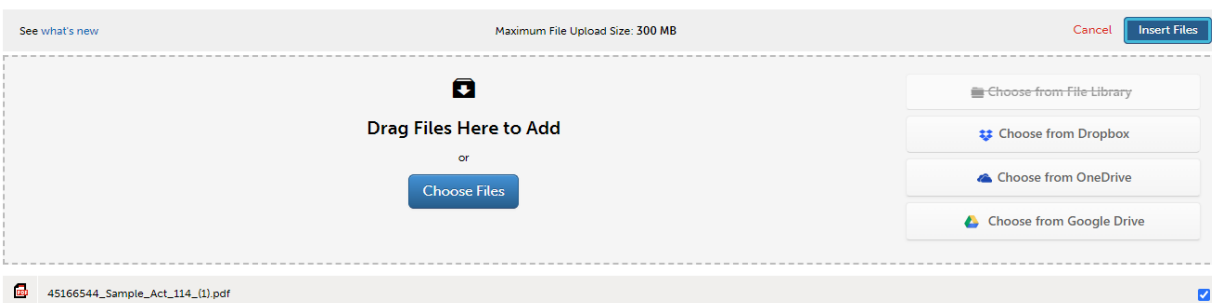
- Act 34: PA State Police Criminal History Report
- Act 114: FBI Fingerprinting
- Act 126: Mandated Reporter Training
- Act 151: PA Child Abuse History
- TB Testing

Continued →

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.
- 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.

