

Clearances Required for Registration Into Courses With Field Experience

The College of Education Requires clearances:

- Uploaded to Stage Requirements Tracking DRF on Watermark at entry to the program
 - Updated clearances uploaded to Student Teaching DRF at the start of the semester before student teaching
 - Additional clearances as required by programs based on school partner expectations (for example, Trio)
 - All students must inform the Dean's office if any changes in their clearances has taken place since they were submitted by submitting an Act 82 form to the Dean's office.
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Registration for courses: Students without entry clearances uploaded to the Stage Requirements DRF will be blocked from registering for education courses with field experience. Even if you have given your clearances to your professors, you must also upload to Stage Requirements or registration will be blocked!

How: Please see attached directions. You may get help with Watermark and with scanning your clearances from the Pre-Service Testing Center in Beekey 129.

When and Who: all teacher education candidates in the COE and VPA. All Counselor Education and Student Affairs students. New KU students should upload clearances by October 15th. Keep in mind registration starts early November and it will take at least a week to process your submission and time for you to get clearances.

Do I need new clearances? You may need new clearances for a specific requirement in your program or student teaching, but to meet the registration restriction you only need your entry clearances uploaded. You cannot use clearances obtained prior to coming to KU used for another organization.

Identogo or Cogent? Students who began their education major after November 28, 2017 upload their Identogo UEID (just the UEID, not the report) for their FBI fingerprint clearances (ACT 114). Students who began before November 28, 2017 may upload their Cogent report for their ACT 114 clearances. Any student updating clearances will need Identogo clearances.

How will I know: You will receive an email with the current status of your entry clearances. If you receive an email stating that you don't have clearances and you believe you do, please seek help from the Preservice Testing Center.

What if I have an arrest or conviction on my clearances? You will also need to make an appointment with the Dean of the College of Education to understand the full policy and how it relates to field experiences. Please contact Tanya Faust (tfaust@kutztown.edu) to make an appointment.

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