



Spring 2023 Student Teachers Instructions for Obtaining Clearances

Student Teachers with TWO Placements:

Special Education, Spec. Ed./Dual, Middle Level, all K-12 Subjects (Art, Library, Music)

Must be dated AFTER June 1, 2022	Act 34, Act 151, Act 114 and Resume'
Good for 5 years (2018 or after)	Act 126
Dated for the 2022-2023 School Year	PTSAT Training
Make sure it covers Spring 2023	PSEA Insurance
Cannot renew until AFTER December 20, 2022 for CE	TB Test-90 days out of your placement

All Spring 2023 Student Teachers:

Please save electronic copies of all your clearances until we send further instructions regarding our new Anthology platform.

All Clearances are Due December 2, 2022 (except the TB Test)

When obtaining these background checks, please remember to do the following:

- All 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 hard and digital copies of all clearances with you for student teaching. *Never relinquish original background checks to anyone.*

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, you will receive an email with an "R-Control" link, follow the link and then 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**."
- Under *Application Purpose* choose "**School Employee Governed by Public School Code**"
- **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

The FBI clearance MUST be registered through IdentoGO, not State Police or Dept. of Human Services. Fingerprinting can now be completed in the Human Resources Building (15187 Kutztown Rd., white house) 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 on campus:**
 - Once you reach the "**Search for Enrollment Center**" box, **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 <https://www.kutztown.edu/hr>.
 - In the top right corner, select "Fingerprinting Appointment."
 - Select a date and time and record it for your reference. Enter your name, email, and phone number. **You will need the UEID Number from your Identogo receipt.**
- **To complete fingerprints at another location:**
 - 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.

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

IMPORTANT:

- 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 receive an email with a link to your record, please download your record and keep a copy. You will only be given access to your record one time.**
- **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 you 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 not need to re-complete the course. It's good for 5 years.
- Navigate to <https://www.reportabusepa.pitt.edu>. Register for training under Berks County.
- Upon completing the course, **download your certificate as a PDF.**
- **If you complete this training through a course other than the University of Pittsburgh, it MUST cover all three hours of subject training mandated by the Pennsylvania Dept. of Education.**

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 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>
- Click "Join PSEA," and join online as a college student.
- Make sure the membership will cover Spring 2023.
- You may join for 2 years if you would like to extend coverage
- Pay the membership fee and download the receipt as a PDF.

PSTAT Training Module - No Cost

- Navigate to <https://www.pstattraining.net>
- You may register using any Berks County/Kutztown schools.
- Complete the online training module, then print out/download the certificate.

Resume

- Resumes MUST be submitted and approved by the Career Center via Handshake.
- Upload your resume to Handshake on the Career Services website using your KU login: <https://app.joinhandshake.com/login>
- It will take Career Services 2-3 days to review and return your resume.
- You can also visit Career Services in person--Stratton Building Rm 113.
- If you have any questions concerning Handshake, please email careerhelp@kutztown.edu or call 610-683-4067.
- Resume Basics and Helpful Hints: <https://www.kutztown.edu/about-ku/administrative-offices/career-development-center/for-students/resumes-and-cover-letters.html>

Additional information:

1. If you need a copy of your clearances, I am happy to provide that for you. However, you must come to my office and sign them out. **By law, I am not allowed to post or email a student's clearances.**
2. If you need a copy of your FBI clearance, I will need the UEID number found on the IdenteGO receipt to look it up.
3. All Student Teaching clearances MUST meet the date requirements stated above. Please pay close attention to these dates.

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

Julie Setliff

Office of Clinical Experiences & Partnerships

8am-12, 1pm-4:30pm BK 224

610-683-4256

jsetliff@kutztown.edu