



Fall 2021 Student Teachers Instructions for Obtaining Clearances

Student Teachers with One Placement: M.Ed. Secondary Ed., Secondary Ed. and PK-4 Only

Must be dated AFTER December 16, 2020 Due on Taskstream by May 7, 2021	Act 34, Act 151, Act 114, PSTAT Training, PSEA Insurance Card and Resume'
Good for 5 years (2017 or after)	Act 126
Due AFTER May 31, 2021	TB Test-90 days out of your placement

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 a hard copy of all clearances with you for student teaching.** Never relinquish original background checks to anyone.
- Scan and upload your clearances to Taskstream/Watermark.

Taskstream or clearance questions? Please contact KU Watermark Support, BK 129
E-mail: watermarkhelp@kutztown.edu Phone: 610-683-4356 or 484-646-5900

Act 114 - FBI Federal Criminal History Record - \$23.85

Fingerprinting must be completed through IdentoGO, not State Police or Department of Human Services.

- Go to: <https://uenroll.identogo.com/> (secure website) to schedule a fingerprinting appointment.
 - 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-KUKemp**, 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 "Schedule Appointment." Select a date and time and record it for your reference. Enter your name, email, and phone number.
- 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 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 ONE TIME ONLY link to your record, please download your record and keep a copy.**
- School districts will only take the unofficial copy of your FBI clearance.
- Helpdesk 1-855-845-7434-- Please call this number if you have any inquiries about this report.

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, click the "R-Control" link and 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."
- 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 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 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 www.reportabusepa.pitt.edu. Register for training under Berks County.
- Upon completing the course, download your certificate as a PDF and upload to Taskstream.

TB Testing-varying costs

- 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 to Taskstream on a script pad or doctor's letterhead. It MUST include your name, the negative result, date, the name, address and phone number of the facility and the test administer's name and signature.
- Keep the testing results for your records.

Student PSEA Insurance - \$30.00

- Apply online at <http://psea.org> after April 1st for fall, or September 1st for Spring.
- Click "Join PSEA," and join online as a college student.
- Pay the membership fee and upload a copy of the receipt to Taskstream.

PSTAT Training Module - No Cost

- Navigate to <https://www.pstattraining.net> and register using Berks County and Kutztown ASD schools
- Grad Students: Use the Allentown SD.
- Complete the online training module, then print out the certificate and upload to Taskstream.

Resume

- Resumes MUST be submitted and approved by the Career Center (610-683-4067) then uploaded to Taskstream.
- Upload your resume to Handshake on the Career Services website using your KU login: [https://www.kutztown.edu/about-ku/administrative-offices/career-development-center/handshake-\(internships-and-jobs\).html](https://www.kutztown.edu/about-ku/administrative-offices/career-development-center/handshake-(internships-and-jobs).html). It will take Career Service 2-3 days to review and return your resume.
- If you have any questions concerning Handshake, please email careerhelp@kutztown.edu or contact Jeann Cengeri, the Career Services Office Manager, at cengeri@kutztown.edu.