



Fall 2021 Student Teachers Instructions for Obtaining Clearances

Student Teachers with Two Placements: Special Ed., Art, Library, Music, Vision, Dual

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 July 25, 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.