



Kutztown University | College of Education
Office of Clinical Experiences and Partnerships

Spring 2024 Student Teaching Clearance Due Dates

Clearances MUST meet these timeframes. Clearances dated outside of the timeframes will be rejected.

Act 34 Criminal History	Dated AFTER May 10, 2023
Act 114 FBI Record (Fingerprinting)	Dated AFTER May 10, 2023
Act 151 Child Abuse History	Dated AFTER May 10, 2023
Act 126 Mandated Reporter Training	Dated AFTER May 10, 2019
PTSAT Training (Keystones/PSSAs)	Dated AFTER November 1, 2023
PSEA Insurance	Can purchase AFTER April 1, 2023
Resume	Dated AFTER May 10, 2023 (include early field work)
TB Test for students with ONE placement	Dated AFTER October 23, 2023
TB Test for students with TWO placements	Dated AFTER December 18, 2023

Starting May 10, 2023:

- You may begin renewing your clearances.
- You will receive instructions for uploading clearances to the Student Teaching Clearances portfolio in Anthology.

December 8, 2023:

- Deadline for clearances in Anthology.

Important notes:

- All clearances must be obtained in Pennsylvania. Out-of-state clearances will be rejected.
- Use your home address, not campus address when registering for clearances.
- Upload your clearance results to Anthology and keep a hard copy for observations.
- **Any** arrest or conviction on a clearance must be disclosed to the COE Dean's Office in Beekey 231. Failure to do so may prevent you from completing clinical experiences.
- Background checks must be dated within a year of the last day of your placement.
- TB tests must be dated within 90 days of entering a school building.
 - If you have two placements, it must be dated within 90 days of the start of your second placement.
- School districts can require additional medical clearance or forms (ex: physicals, drug tests, vaccination card, etc.)
- If you are struggling to obtain clearances for any reason, please reach out to us as soon as possible.

Required Clearances

Act 34 PA Criminal History Report - \$22.00

- Apply online at epatch.pa.gov
- Click **Submit New Record Check**, accept the Terms & Conditions, choose **Individual Request**, and under **Reason for Request**, choose **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 and pay the \$22.00 fee by credit/debit card.
- When your record has been processed, click the **R-Control** link, and click **Certification Form**. Immediately save your official results as a PDF and upload the document to Anthology.
- If you have questions or need help, contact the EPATCH help desk at 1-888-783-7972.

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.

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.)

- Go to <https://www.reportabusepa.pitt.edu>. Register for training under **Berks County**.
- 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, it **MUST** cover all three hours of subject training mandated by the Pennsylvania Dept. of Education.

If you have questions or need help, contact the support center at helpcpsl@pitt.edu or 717-605-0236.

Act 114 FBI Federal Criminal History Record - \$25.25

Fingerprinting must be registered through Identogo, using service code **1KG6RT (PA-PDE-Colleges/Universities Teacher Education Program). A clearance obtained with a different code will not be accepted.**

Go to: uenroll.identogo.com

- Enter 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:

- At the **Search for Enrollment Center** prompt, 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 www.kutztown.edu/hr
- Click the **Fingerprinting Appointment** link. In the scheduler, select a date and time and record it for your reference. Enter your name, email, and phone number.

To complete fingerprints at another location:

- In 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 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.

Results:

- You will receive a receipt containing your **UE ID number** at the fingerprinting location. Upload a copy of this receipt to Anthology.
- Results will not arrive in the mail. Once processed, 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 school districts will need.

If you have questions or need help, contact the Identogo help desk at 1-855-845-7434.

TB Testing - Cost varies

- 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 or the KU Health & Wellness Center.
 - To make an appointment at the KU Health & Wellness Center, **call 610-683-4082.**
- Results may be submitted to Anthology 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).

Student PSEA Insurance | \$30.00

- Apply online at psea.org.
- Click **Join PSEA** and apply as a college student.
- **Be sure your membership will cover Spring 2024.** You may join for 2 years if you want to extend the coverage.
- Pay the membership fee and download the receipt as a PDF and upload to Anthology.

PTSAT Training Module | no cost

- Go to pstattraining.net.
- **Training for the 2023-2024 school year opens on November 1, 2023.**
- Register for an account under any **Berks County** school.
- Complete the training module and print or download the certificate as a PDF and upload to Anthology.

Resume

- Resumes must be submitted and approved by KU's Career Center via Handshake using your KU login:
app.joinhandshake.com/login
 - You can also visit Career Services in-person in Stratton 113.
- It will take the Career Center 2-3 days to review and return your resume.
- Upload the approved resume to Anthology.
- For questions regarding Handshake, please contact careerhelp@kutztown.edu.

Additional Information

- We can provide a copy of your clearances. However, you must come to the Clinical Experiences office and sign them out. By law, we cannot email a student's clearances.
 - For a copy of your FBI fingerprinting clearance, we need the UEID number from the Identogo receipt to look up the record.
- If you have any arrest or conviction on your record, contact us immediately.

For any questions or concerns, please contact the Office of Clinical Experiences & Partnerships:

Julie Setliff | Beekey 224 | Mon-Fri 8-12, 1-4:30
jsetliff@kutztown.edu | 610-683-4256

For help with Anthology, please contact the COE Support Center:

Vale Deeter | Beekey 129 | Mon-Fri 8-12, 1-4:30
coesupport@kutztown.edu | 484-646-5900