



Fall 2023 Clinical Experience Student Teaching Clearances Instructions

Student teaching clearances are absolutely necessary and no fun. We have tried to make it as easy as possible by providing you with the following information guide. I will be sending you an electronic copy of this sheet every time I send out a reminder email. Save it to your computer and phone so you will have it handy.

December 16, 2022

- You may begin renewing your clearances.
- You will receive special instructions on how to upload your clearances to our very own Fall 2023 Student Teaching portfolio in Anthology.

April 28, 2022

- Deadline for clearances in Anthology.

Student Teaching Clearances Special Date Requirements

Clearances MUST meet these required timeframes. Pay close attention to these dates.

Act 34 Criminal History	Dated AFTER December 15, 2022
Act 114 FBI Record (Fingerprinting)	Dated AFTER December 15, 2022
Act 151 Child Abuse History	Dated AFTER December 15, 2022
Act 126 Mandated Child Abuse Reporter Training	Dated AFTER December 15, 2018
PTSAT Training (Keystones/PSSAs)	Dated AFTER December 15, 2022
PSEA Insurance—Liability ins/PSEA membership	Can purchase AFTER April 1, 2023
Resume'	Dated AFTER March 2023 (should include early field work)
TB Test for students with ONE placement	Dated AFTER May 29, 2023
TB Test for students with TWO placements	Dated AFTER July 23, 2023

Student Teaching Clearance Requirements

These rules are non-negotiable:

- **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.
- Background Checks must be dated within a year of the last day of your clinical experience.
- 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.)
- Keep hard and digital copies of all clearances with you for student teaching. Never relinquish original background checks to anyone.

Important To Know

- School districts may ask you for additional medical clearances or forms (ex: physicals, drug tests, vaccination card, etc.)
- If you are struggling with clearances for any reason, please reach out to us.
- Let us know *now* if you have any clearance issues that could affect your student teaching. The sooner we know, the easier it will be to help you!

Required Student Teaching Clearances and Instructions

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**

IMPORTANT Fingerprinting Information:

- **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 is 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 (Only \$12 on campus)

- 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.

PTSAT Training Module - No Cost

- Navigate to <https://www.pstattraining.net>
- **The website opens November 1st**
- 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.
- Refer the additional Resume' sheet for help!

Additional Information:

- 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.**
- If you need a copy of your FBI clearance, I will need the UEID number found on the IdenteGO receipt to look it up.
- Remember, if you have something on your record, contact us right away.

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

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