



## **COLLEGE OF EDUCATION CLEARANCE REQUIREMENTS**

Admission to the M.Ed Secondary Education: Teaching with Initial Certification program requires the following clearances to be obtained. Upload proof of clearances to the application portal.

### **ACT 34 - PA CRIMINAL HISTORY REPORT**

Apply online at <https://epatch.state.pa.us>

- Click “Submit New Record Check,” choose “Individual Request,” and under *reason for*, click on “Other.”
- 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.**

### **ACT 114 - FBI FEDERAL CRIMINAL HISTORY RECORD**

Fingerprinting **must be completed through Identogo**, not State Police or Dept. of Human Services. For current KU students, fingerprinting can be processed in the Human Resources Center on campus.

- Go to: <https://uenroll.identogo.com/>
  - Type in the service code **1KG6RT** to register for a PA Dept of Ed 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 “Schedule Appointment.” Select a date and time. 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, 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, etc.*)
- **You will receive a receipt with your UE ID number at the fingerprinting location. Keep this receipt for your records. A clearance will NOT arrive in the mail. You will later 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.**



COLLEGE OF EDUCATION  
DEPARTMENT OF SECONDARY EDUCATION

### ACT 126 - MANDATED CHILD ABUSE REPORTER TRAINING

Visit [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) to register for training under Berks County.

- Upon completing the course, download your certificate as a PDF.

### ACT 151 - CHILD ABUSE HISTORY REPORT (FORM CY 113)

- Visit [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home).
- Choose "Create an Individual Account" (if you don't already have one). Create a Keystone ID and fill out the additional information. Once you have logged in with your Keystone ID and set a 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.**

### TB TESTING

- 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, \$12 cost)
- 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.**

### Important Notes:

- All clearances must be obtained in Pennsylvania. Out-of-state clearances will be rejected.
- Use your home address when applying for all background checks.
- Save hard copies of your clearances and keep them confidential.

**For help with the application or uploading clearances, please contact the office of Graduate Admissions at [graduate@kutztown.edu](mailto:graduate@kutztown.edu)**