



Kutztown University | College of Education Freshman and Transfer Student Initial Clearances

All students in the College of Education (COE) and College of Visual and Performing Arts (VPA) in a teacher education program that requires field/clinical experiences need to complete the following clearances:

- Act 34 PA Criminal History Report
- Act 151 Child Abuse History Report
- Act 114 FBI Federal Criminal History Record
- Act 126 Mandated Child Abuse Reporter Training
- TB Test

Important notes:

- For students starting in the fall semester, clearances are due to Anthology by October 15th. For students starting in the spring, clearances are due by February 15th.
- Clearances must be dated no earlier than four months before the start date of the semester of entry to a teacher education major/program.
- 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.

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

- Go to <https://www.reportabusepa.pitt.edu/>. Log in with an existing account or click **Don't Have an Account** to create one. **Select County of Employment** as **Berks**. Log in with the username and password provided.
- If asked for your PPID number enter N/A.
- If asked if you are associated with a school district for ACT 48, answer No.
- Upon completing the course, download your certificate as a PDF and upload to Anthology.

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

- 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).

**Anthology or clearance questions? Contact the COE Support Center in Beekey 129
Monday-Friday 8am-12pm, 1pm-4pm | COEsupport@kutztown.edu | 484-646-5900**