



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 or service will not be accepted.

Go to: enroll.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. Or, you may upload the unofficial results (both pages) you will be emailed to Anthology.
- Please note that results will not arrive in the mail.

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

TB Testing - Cost varies

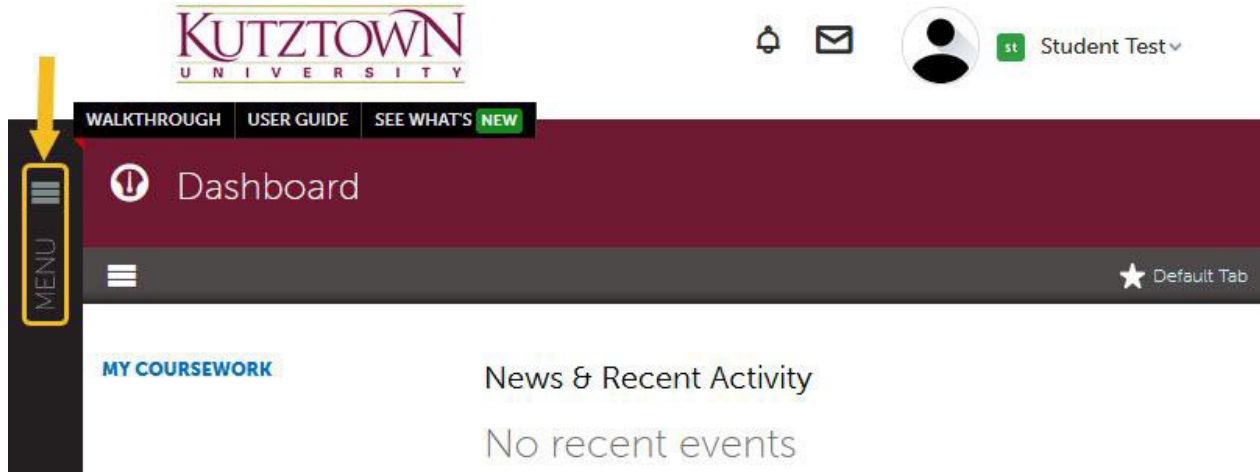
- TB testing may be administered by your private health care provider or the KU Health & Wellness Center.
 - To make an appointment at the KU Health & Wellness Center, call **610-683-4082**.
- Results may be submitted to Anthology on a script pad or doctor's letterhead with your name, the negative result, 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-4:30pm | COEsupport@kutztown.edu | 484-646-5900**

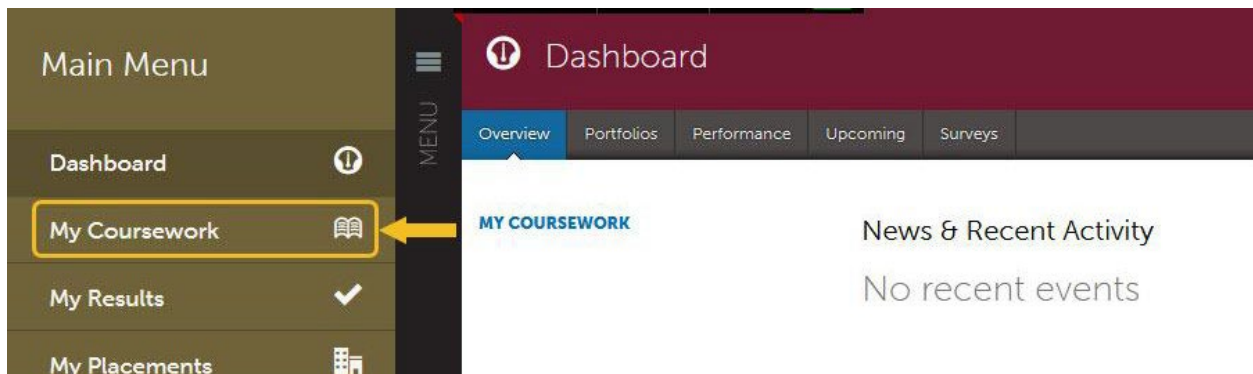


Kutztown University | College of Education Submitting Initial Clearance Results on Anthology

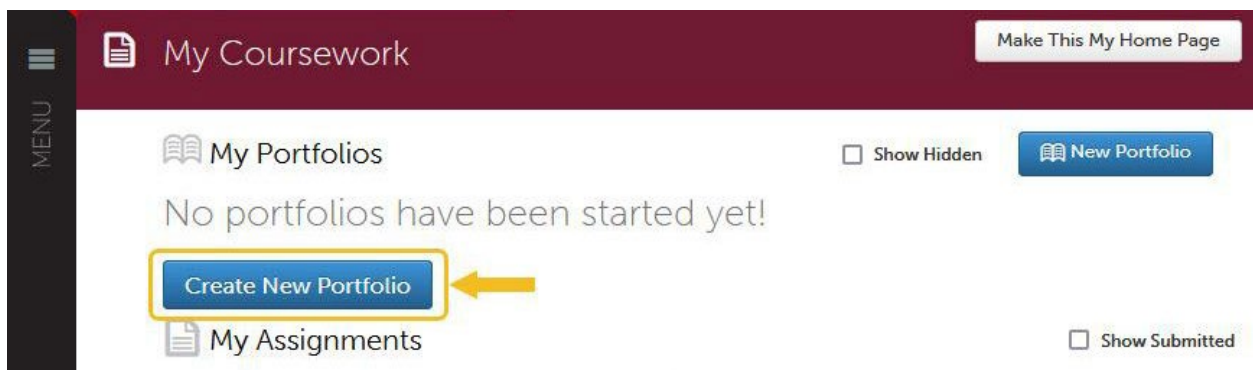
1. Log in to Anthology at <https://kutztown.chalkandwire.com>. Click the **Menu** tab on the upper right-hand side.



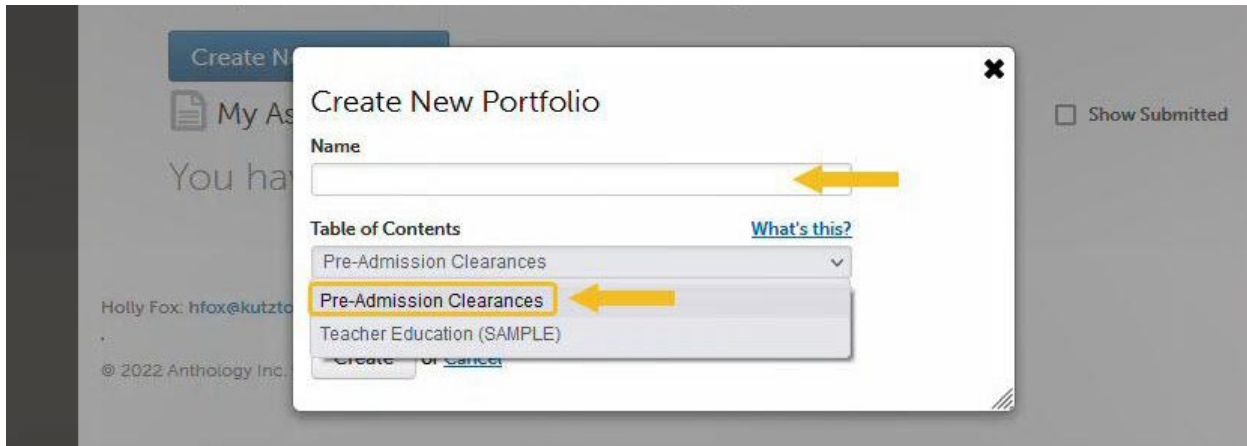
2. Select the **My Coursework** tab to start creating a portfolio.



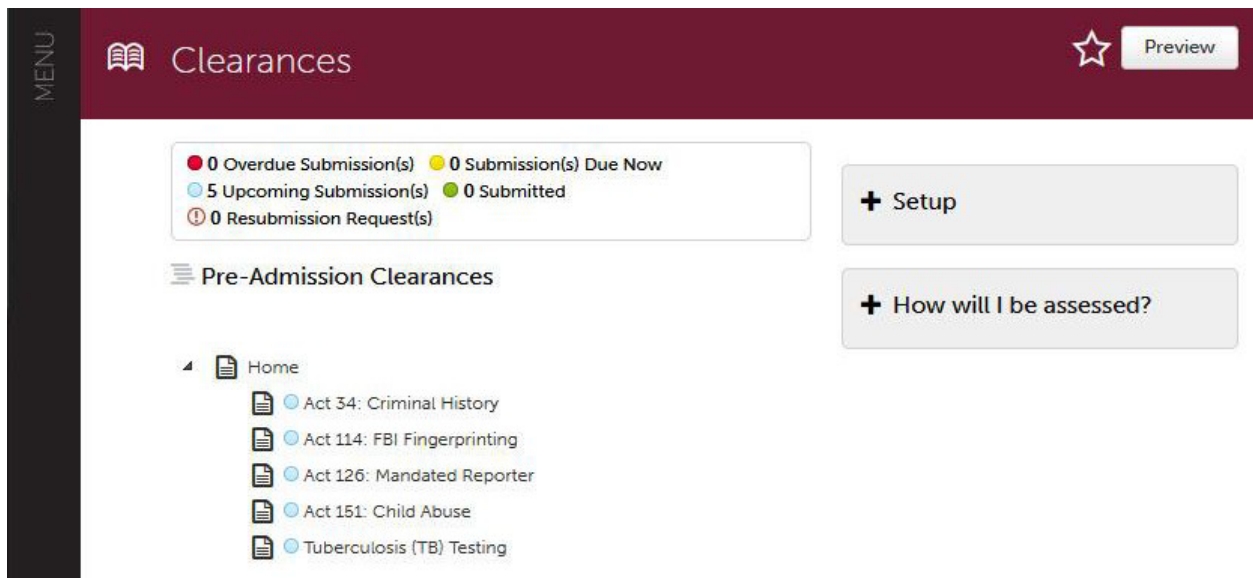
3. Select **Create New Portfolio**.



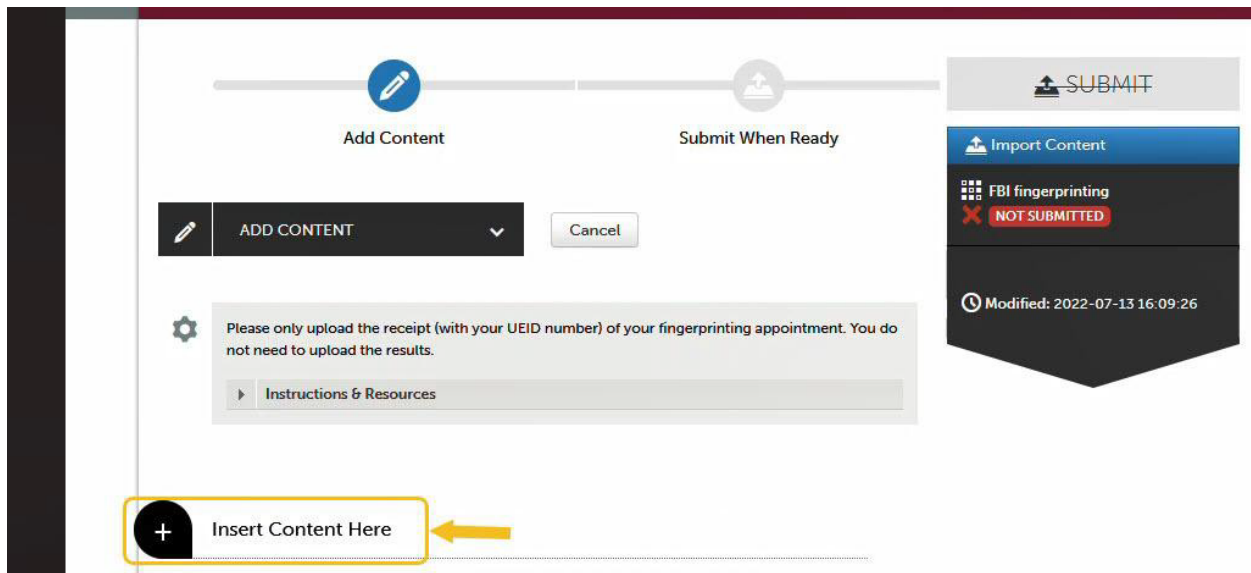
4. Name the portfolio “Clearances” and select **Pre-Admission Clearances** from the Table of Contents drop down.



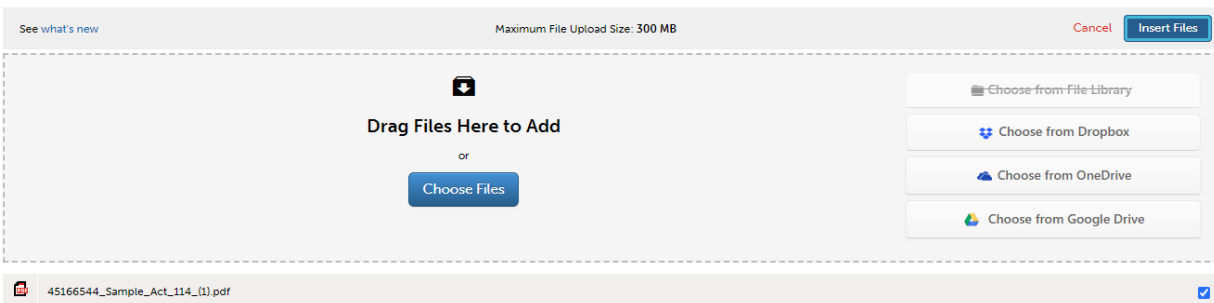
5. Click the **Create** button to finish setting up your portfolio. You will be taken to a new screen to start uploading your clearance results. You will see the portfolio’s required submissions on the left-hand side. Each of these sections function as a page within the portfolio to upload files to. Click on any of these sections to start uploading your results.



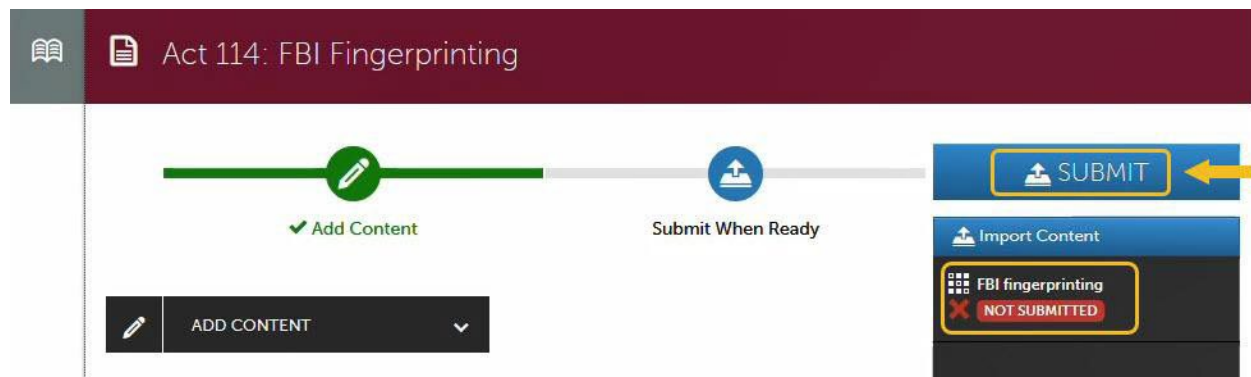
- After clicking on a clearance section, you will see a new screen. Click the black **Add Content** button and select **Add File** from the dropdown. Click on the **Insert Content Here** dialogue that appears.



- Drag and drop a file into the window or click **Choose Files** to upload a file from your computer.
 - To **Choose Files**, navigate to the file you want from the pop-up box, select it, and click **Open**. You can select multiple files to upload.
- Click the **Insert Files** button to confirm uploading the files to the portfolio section. Note: this step does not submit the work for evaluation.



- After inserting the files, click the blue **SUBMIT** button on the upper right-hand side to be taken to the submission page. Then click the smaller blue **Submit** button on the lower right-hand side to submit the work for evaluation.



Act 114: FBI Fingerprinting

Submitting Content Close

STATUS **NOT SUBMITTED**

📄 FBI fingerprinting will be submitted to Initial Clearance Check

Submit ←

10. You should see a confirmation page with the status changed to **SUBMITTED** and a green checkmark. Click on the grey icon with an open book to go back to the portfolio's main page.

Act 114: FBI Fingerprinting

Submitting Content Close

STATUS **SUBMITTED**

✓ **Content Submitted**

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Anonymous Assessor	FBI fingerprinting	Act 114: FBI Fingerprinting	2022-07-13

REVIEW SUBMISSION

11. Back in the main portfolio page, the indicator for the clearance will turn green after submission. Submit clearance results for the rest of the sections using these steps.

MENU Clearances ☆ Preview

0 Overdue Submission(s) 0 Submission(s) Due Now 4 Upcoming Submission(s)
1 Submitted 0 Resubmission Request(s)

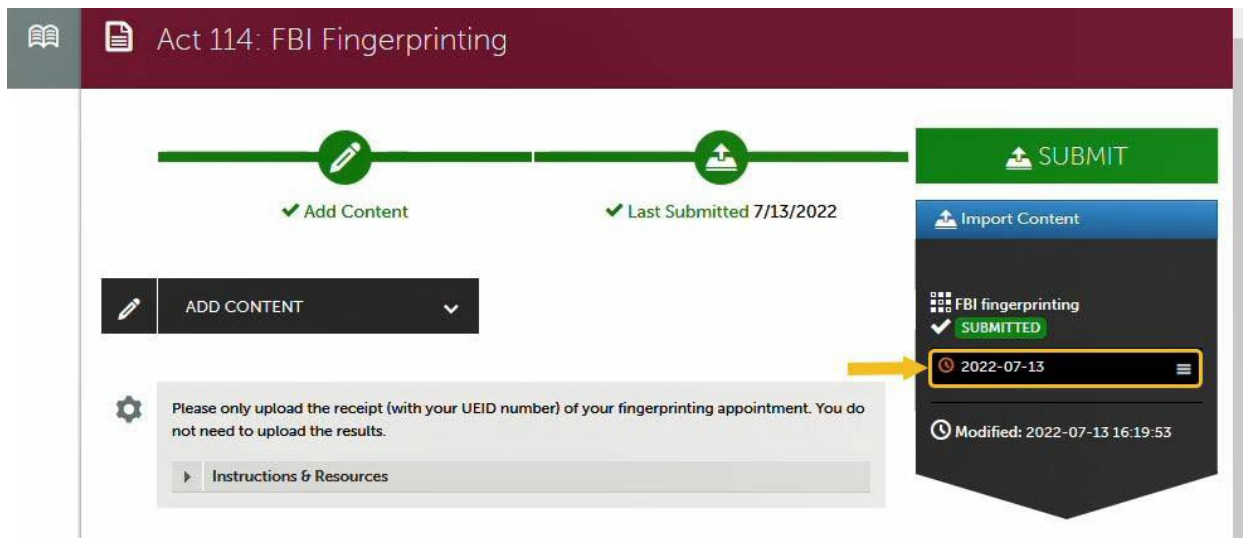
+ Setup

+ How will I be assessed?

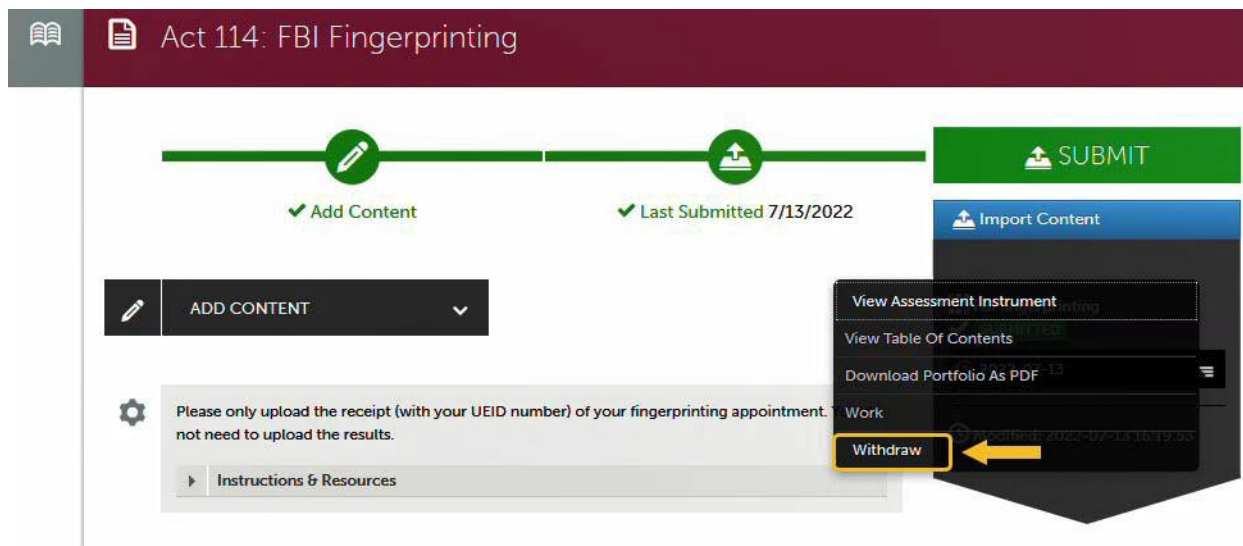
☰ Pre-Admission Clearances

- Home
 - Act 34: Criminal History
 - Act 114: FBI Fingerprinting**
 - Act 126: Mandated Reporter
 - Act 151: Child Abuse
 - Tuberculosis (TB) Testing

Note: If you accidentally uploaded the wrong file for a section and submitted it, you can withdraw the submission. Go to your clearances portfolio and select the clearance section you need to fix.



On the new screen, click the submission date for the clearance on the right-hand side. Select Withdraw from the dropdown menu. If this option does not appear, it means that the evaluator has already started reviewing the clearance and you need to wait for the score.



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