



College of Education

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College of Education Clearance Information Sheet

All students [undergraduate, graduate, and transfer Education students in the College of Education (COE) and the College of Visual and Performing Arts (VPA) taking Education classes in a major that requires field experiences] need to complete the following background checks and/or medical testing:

- Act 34 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

When obtaining these background checks, please remember to do the following:

- 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.
- *Never relinquish original background checks to anyone.* Keep a hard copy for observations.
- Scan and upload your clearances to Anthology (See Separate PDF with Anthology directions)

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, click the "R-Control" link and 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**."
- 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.**
- 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

Fingerprinting must be completed through IdentoGO, not State Police or Department of Human Services. Fingerprinting can now be processed in the Human Resources Center on campus (15187 Kutztown Road).

- 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 “Schedule Appointment.” Select a date and time and record it for your reference. 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 (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**—you **CANNOT** pay in cash, check PayPal or any other form of payment.)
- **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 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.**
- 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’s good for 5 years.**
- Navigate to www.reportabusepa.pitt.edu. Register for training under Berks County.
- Upon completing the course, **download your certificate as a PDF and upload to Anthology.**

TB Testing – Cost will vary

- 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 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).
- **Keep the testing results for your records.**

Anthology or clearance questions? During the regular semester please contact KU Anthology Support, BK 129 E-mail: COEclearances@kutztown.edu Phone: 610-683-4356 or 484-646-5900