

REQUIRED CLEARANCES FOR ANY FIELD EXPERIENCE

The College of Education requires the following clearances must be acquired and kept up-to-date. There are fees associated with some of the clearances. Clearances are required to go into any field experience. Students can upload these clearances via the database instructions listed [here](#). **It is important that you keep copies for your records as clearances cannot be emailed, faxed or mailed to you.** The best option for uploading clearances is to save them as individual PDF documents.

Act 24 - Arrest and Convictions – Valid for 1-year

<https://www.education.pa.gov/Educators/Clearances/Laws/Pages/Act24.aspx>

Act 34 of 1985 (Criminal Record) – Valid for 1-year

This report may be obtained at: <https://epatch.pa.gov/TandCRce>. **DO NOT** choose “volunteer”. You need to make sure you are choosing Employment. If the clearance comes through with “Volunteer” it cannot be accepted.

Act 114 of 2006 (FBI Federal Criminal History Record) – Valid for 1-year

For this clearance, see all information at <https://uenroll.identogo.com/>. Under the Service Code entry box, enter “1KG6RT”. You will then be directed to the page where you can schedule/manage an appointment and locate fingerprinting locations, and you will see “1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program” at the top of this page. Select “Schedule or Manage Appointment” and complete the registration. Note that the applicant for this clearance, which requires fingerprinting, must register prior to going to the fingerprint site. Registration is completed online and an appointment must be made at a PA fingerprinting site. You will receive a receipt with a UEID number on it. Keep this because it is the only way to access your fingerprints.

Act 126 – (Mandated Reporter Training) - Valid for 5 years

School entities and independent contractors of school entities shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. To complete this training, go to <https://www.reportabusepa.pitt.edu>

Act 151 of 1985 (Child Abuse) – Valid for 1-year

This form may be obtained at <https://www.compass.state.pa.us/CWIS/Public/Home>. On the home page, there is a box at the top (see below). Click on “Create Individual Account” and then apply for your clearance. Please choose school (see description listed below.) Don’t forget to print your results!

School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.

TUBERCULOSIS TEST – Valid for 2-years

Submit the results from a current tuberculosis screening administered within the last two (2) years, unless otherwise required by individual districts.

LIABILITY INSURANCE – you are able to choose different coverage periods that are valid from 1-4 years

Possess professional liability insurance. The policy shall be a minimum of \$1,000,000.00 per claim and \$3,000,000.00 aggregate. Three available sources for university students include but are not limited to:

- 1) PSEA <https://www.psea.org/apps/students.aspx>,
- 2) Council for Exceptional Children (CEC) <https://exceptionalchildren.org/membership/student-membership/pre-service-student-membership> or
- 3) alternative personal.

REMINDER: Make sure you keep copies of your clearances as you may be required to supply them to any district/school in which you are visiting during your education career.

If you have any questions, you may contact Ms. Beth McClure at bmcclure@commonwealthu.edu or 570-662-4024.