

**THE PENNSYLVANIA STATE UNIVERSITY**  
**Penn State Harrisburg**  
**School of Behavioral Sciences and Education**

**Clearance Requirements and Recommendations**

Students enrolled in **CI 295** and **applicants for the Teacher Education certification programs** are **required** to obtain clearances before they will be admitted into the public or private schools. All Criminal Record, Child Abuse, and FBI clearances must be dated **no earlier than one year prior to the start date of the applicable semester**. All TB tests must be dated **no earlier than three month prior to starting in the schools**. The following information will help students acquire the required clearances:

**Four Requirements for Clearance:**

1. Valid Act 34 Clearance: Request for Criminal Record Check
  - Application can be submitted online with a credit card at: <https://epatch.state.pa.us/>.
  - The cost is currently \$10.00 as of March 17, 2010.
  - It currently takes two to three weeks to process this request.
  
2. Valid Act 151 Clearance: Child Abuse History Clearance
  - Application can be downloaded online at: <http://www.dpw.state.pa.us/>.
    - Publications, Forms and Reports
    - Forms and Applications
    - Child Abuse History Clearance Forms
  - Enclose a \$10.00 money order for each application. No cash, credit card, or personal checks will be accepted.
  - Follow the directions on the website carefully.
  - Clearance results will be mailed to you within 14 days from the date that the clearance is received in their office.
  
3. Valid FBI Clearance and Fingerprint Check
  - Register online at [www.pa.cogentid.com](http://www.pa.cogentid.com).
  - Click on PA Department of Education (PDE). No other state agency cogent results (such as the ones used for child care workers which issues a PADxxxxxxxxxxxx number) can be accessed at PSH. Be sure that your clearance has only a PAExxxxxxxxxxxxx number.
  - Read and carefully follow the registration procedures.
  - Register online (preferred method) or call 1-888-439-2486 to answer specific questions.
  - The applicant will pay a fee of \$33.00 (as of 9.14.10) for the fingerprint service and the Criminal History Record Information (CHRI).

- Applicants may make their payment online using a credit card or debit card. Money orders or a cashier's check should be made payable to Cogent Systems for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**
- The applicant can check online for the nearest fingerprint site. Location of fingerprint sites and days and hours of operation for each site are posted on the Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time; applicants are encouraged to **confirm** the site location nearest to their location.
- During the registration process, an online document will be provided that lists the PAExxxxxxxxxxxxxx number. Print a copy of that document.
- An **unofficial** copy of the report can also be ordered for an additional fee of approximately \$2.50. However, this copy is not valid for future employers and may not be used for official records at Penn State Harrisburg.
- Wait at least 48 hours for the fingerprint results to be posted on the FBI website.
- **Hand deliver** the CHRI document with the PAExxxxxxxxxxxxxx **cogent number** to the Coordinator of Field Experiences (W331) who will check the FBI website and print the official cogent report. This report will then be placed in the student's file in the Teacher Education Program. If requested, students will be provided with a copy for personal records.
- The same cogent number will be effective for one year from the date that it was issued.

#### 4. Valid Tuberculosis (TB) test

- A valid TB test verifying a negative result must be provided by either a personal physician or Health and Wellness Services in Capital Union Building (CUB) at 948-6015.
- Students must make an appointment at Health and Wellness Services (second floor of CUB) for a Monday or Tuesday and have the test read two days later. There is a \$15 charge.
- Students who prove positive must submit proof of x-ray examination and clearance by a physician.
- Schools require that this test be administered no earlier than three months **PRIOR TO THE FIRST DAY OF OBSERVATION IN THE SCHOOL, NOT TO THE FIRST DAY OF THE SEMESTER AT THE UNIVERSITY.**

### **Recommended but not required:**

- Evidence of Professional Liability Insurance (must be current throughout the program)
- Available through a private insurance carrier, such as:

- The Pennsylvania State Education Association for \$30 (subject to change) for \$1 million in coverage, <http://www.psea.org>
- The Keystone Teachers Association for \$20 (subject to change) or \$2 million in coverage, <http://www.keyta.org>.

### **Suggested timeline for clearances:**

- Start the paperwork for the Criminal Record, Child Abuse, and FBI clearances at least ONE MONTH prior to the start of the semester.
- Schedule an appointment for the TB test during the first week of the semester.

### **Submission of clearance information:**

- Schedule an appointment with the Coordinator of Field Experiences, Mrs. Cheryl Myers, [cdm10@psu.edu](mailto:cdm10@psu.edu) or 948-6726, W314 for the FBI cogent report.
- Hand deliver the FBI form to the Coordinator of Field Experiences, who will check the results and print a copy of the report.
- Submit all four required clearances to Mrs. Patti Souders in W314 as soon as the documents are received.