Clearance Packet

For

Education Majors

As of 5/28/15
ATTENTION
UNIVERSITY OF SCRANTON
EDUCATION STUDENTS

You are **REQUIRED** by Pennsylvania state law to obtain the following clearances in order to obtain entrance into any school district building:

- **ACT 34** – PENNSYLVANIA CRIMINAL RECORD BACKGROUND CHECK
- **ACT 151** – PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE
- **ACT 114** – FBI CRIMINAL BACKGROUND CLEARANCE (FINGERPRINTING)
- **ACT 24** – ARREST/CONVICTION REPORT AND CERTIFICATION FORM

**ADDITIONAL ITEMS THAT ARE NEEDED:**

- **TB TEST** – Can be obtained by private physician or University of Scranton Wellness Center

Forms and instructions are attached. Please read the instructions and follow them carefully in order to avoid delays in obtaining your clearances.

**PLEASE NOTE:** ACT 34, ACT 114, and ACT 151 should be completed on-line. ACT 114 fingerprinting **must be completed at the designated Cogent site IN PENNSYLVANIA** after registering on-line. ACT 24 needs to be filled out and handed in with your packet.

These clearance results can take two (2) to six (6) weeks to receive back. Therefore, complete them in a timely manner.

In order to student teach or receive a field placement, your clearances **must be current and valid throughout the ENTIRE student teaching semester(s).**
PROCEDURES FOR ACT 34:
Pennsylvania Criminal Record Background Check

Credit Card Request Via Computer (Recommended):

Go to Website: PA Criminal Record and register with credit card. This option will allow you to instantly print your background check instead of waiting for it to come in the mail.

To complete online: (usually much faster)
1) Run pointer over record check tab. Select new record check.
2) Complete Personal Information page and then select “next”
3) Check information for accuracy and then click “proceed”
4) Fill in “Record Check Request Form” and select “Enter this request”
5) Finalize submission and enter payment information.
6) Check results and print (This is your clearance)

Or

To complete by mail: (can take a number of weeks)
1) Applicant must complete Form SP4-164, Pennsylvania State Police Request for Criminal Record Check in this packet, or from the Pennsylvania State Police Website: Downloadable Form (can be found under #2 Submitting a Request Form).
2) Applicant completes ONLY PART 1.
3) You should include your name, address, and telephone number as the requester. Do not use the name or address of the Department of Education as the requester.
4) Under the CHECK ONE BLOCK section (found on the right side), check the box for Individual/Noncriminal Justice Agency.
5) Under the REASON FOR REQUEST section, check EMPLOYMENT and EDUCATION.
6) Enclose a certified check or money order for $10.00 payable to the Commonwealth of Pennsylvania. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.
7) Send the REQUEST FOR CRIMINAL RECORD CHECK with payment to the following address:

Pennsylvania State Police
Central Repository-164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

The agency will return the Criminal Record Check to the applicant by mail within approximately four (4) weeks.
For status of the Criminal Record Check, call (717) 783-9144.

Applicant presents background check information to the University Field Director and to assigned school district. The school entity shall make and keep a copy of the original.
The ORIGINAL should be RETAINED BY THE APPLICANT and is valid for one year after issuance.

For the initial visit, original clearances should accompany student to assigned school

PROCEDURES FOR ACT 151:
Pennsylvania Child Abuse History Clearance

Child Abuse Clearance

Pennsylvania Child Abuse History Clearance Instructions:

1) Create an account on the Pennsylvania Department of Public Welfare, you will be asked to enter your name and a username. Once you have submitted this online, you will receive a confirmation email with a temporary password.

2) Using the confirmation email, follow the links to create a new password.

3) Login to your account

4) Click on “Create Clearance Application”

5) Before you start, you should have the following information readily available to help you complete your application: Addresses where you have previously lived, Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc., Any previous names you have used or have been known by, Credit/Debit Card information for a $10 application fee (or a payment code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Clearance)

6) Follow the online application steps providing information, payment method, and e-signature
PROCEDURES FOR ACT 114: FBI FINGER PRINTING REGISTRATION ON-LINE INSTRUCTIONS

Access www.pa.cogentid.com

Click PENNSYLVANIA DEPARTMENT OF EDUCATION
Click on Register Online and follow directions

MUST USE CREDIT CARD TO REGISTER ON-LINE

PLEASE MAKE SURE TO KEEP YOUR REGISTRATION AND CONFIRMATION RECEIPTS
YOU WILL NEED TO PRESENT THESE AT THE FINGERPRINTING SITE
YOU WILL NEED PHOTO ID WHEN GOING TO THE FINGERPRINTING SITE

THE FINGERPRINTING SITE WILL ALSO PROVIDE YOU WITH A RECEIPT –
THIS RECEIPT INDICATES THAT YOU HAVE BEEN FINGERPRINTED.
DO NOT LOSE!
PROCEDURES FOR ACT 24
ARREST/CONVICTION REPORT AND
CERTIFICATION FORM

Open (the instructions for completing ACT 24 are on the second page of the document)

Fill in Section 1
Write your full legal name (First, Middle, Last)
Write any former names (including maiden)
Write in your date of birth

Read Section 2
If it applies to you fill in the corresponding information
If it does not apply to you, read Section 3 and check the box

Sign and date the bottom of the page