

Pennsylvania Department of Education (PDE) Clearances

Note that I must receive all four clearances from you in hard copy. They can be faxed however I cannot accept any emailed to me or scanned. My fax number is: 610-409-3764 (no cover sheet needed).

The State of Pennsylvania requires that all students that will be entering a school for the purpose of completing observation hours (or field experience) must submit to their college or university the following clearances: Act 34 – Pennsylvania Criminal Background check, Act 114 – Pennsylvania Federal History Background check, Act 151 – PA Child Abuse Background check and a TB test. **Ursinus College requires that these forms MUST be turned in to the appropriate department (Education, etc.) PRIOR to the student beginning coursework that includes observation hours in the school districts.**

Below is a guideline for applying for the State mandated clearances as described above:

Act 34 - Pennsylvania Criminal Background check – \$22.00 on a credit card

Click on the following link: <https://epatch.state.pa.us/Home.jsp>. Click on **Submit a New Record Check**. Read then scroll down and click on **Accept**. Click on **Individual** and **Continue**. Click the drop down and select “Employment”. Enter your personal information then click “Next”. Verify what you entered then click “Proceed”. This screen will ask for additional personal information. Then scroll down and click on “Enter this Request”. You will get a similar screen as the one you just filled out. Scroll down to bottom and click on “View Queued Record”. Review information and modify if necessary. Click on “Submit”. Click on **Checkout**. Enter your credit card information and click “next”. **Make a note of your Control Number** (in case you need it to refer to at a later date). You *should* get a screen that indicates “No Record” under the status column. **Now click on the actual control number (which starts with an “R”)**. Click on **Certification Form** in the center of the screen and print off a copy of the certification form. Then click “OK”. Print off certificate!

Act 114 – Pennsylvania Federal History Background check - \$22.60 (paid at the Finger Print site. Check, debit, credit or money order, NO CASH payment).

To start this process: Click on the following link: <https://uenroll.identogo.com/> (844-321-2101). You will see a screen that looks like this:

IdentoGO

English

The screenshot shows the Identogo website interface. At the top, there is a navigation bar with the Identogo logo on the left and a language dropdown menu on the right set to "English". The main content area has a dark background with a grid pattern. The text "Enter your Service Code to get started." is centered at the top of this area. Below it is a white input field with the placeholder text "Enter Code" and a blue "GO" button to its right. Underneath the input field, there is a link: "Don't know your Service Code? Contact your agency or [click here](#)." At the bottom of the main content area, there is a small line of text: "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below the main content area is a blue footer bar with two columns. The left column features a white checkmark icon and the text "Check the Status of your Service" followed by "Check your status or reprint your cardscan registration form. For additional help, call 855.845.7434." The right column features a white calendar icon and the text "Manage an existing Appointment" followed by "Reschedule an existing appointment or schedule a retake."

In the middle of the screen, you will see “Enter your Service Code to get started”. **Enter the following Service Code: 1KG6RT. NOTE THAT YOU MUST TAKE YOUR SERVICE CODE WITH YOU WHEN YOU HAVE YOUR FINGERS SCANNED AS WELL AS THE FORM OF ID YOU SELECT BELOW!**

Before proceeding, please know the following: Although you can “walk in” for your finger prints, Identogo does more than just finger prints. You could have to wait while they process other “customers”. They suggest that you select a day and time so that you are given preference when you arrive and avoid a wait. As you complete the below process, you will be given the option to make an appointment or select “walk-in”.

Select “Schedule or Manage Appointment”. Enter your name, date of birth, email address, country, and phone number. Click Next. Create a security question and answer on this page. Enter your country of birth, city of birth, state of birth and country of citizenship. Click Next. Answer the three questions (the answer to the coupon code question is “no”.) Click Next. Enter your personal information and Click Next. Enter your mailing address and Click Next. Click on the item you will be bringing when you get your finger prints done. Most likely the Driver’s License issued by a State or outlying possession of the US. Answer “name” question. Then Click Next. Enter the school’s zip code (19426) if you intend to have your fingers scanned while you are in this area. Otherwise, enter whatever zip code you are willing to drive to. The closest location to the college is in East Norriton/Norristown (about a 20-30 minute drive). The address is: 2951 Swede Road, East Norriton, PA 19401. They can be reached at (844) 321-2124. **PRINT OFF THE SERVICE SUMMARY AS IT HAS YOUR SERVICE CODE AND THIS DOCUMENT WILL SERVE AS YOUR PROOF OF REGISTRATION!**

Act 151 – PA Child Abuse Background check – \$8.00 to \$15.00 on a credit card

Place the following link in your browser: <https://www.compass.state.pa.us/cwis/public/home>

Click on Create Individual Account. Click Next. You will see Create Keystone ID Profile Information. **DO NOT use your email or name or have a user number that starts with a number.** Fill in all of the information required here. **NOTE THAT WHEN YOU FILL IN YOUR NAME, DO NOT USE A MIDDLE NAME OR INITIAL.** For the reason for the clearance, click on “School Employee Governed by Public School Code”. **Questions? 1-877-371-5422.**

Complete the process until done. **Results come in about 14 days or less via email. (Check your junk email box in case the results were to go there.) To insure results, ask for the paper copy as mentioned above in case you do not get an email result.**

TB Test - \$20.00 at the Wellness Center (for traditional Ursinus students only)**

Call the Wellness Center and set up an appointment for a TB test (610-409-3100). (Note that Post-baccalaureate students must see their doctor as the campus Wellness Center is only for traditional Ursinus students.) Approximately three days after your appointment you will have to return to the Wellness Center to have your results read. Please take along a TB form which can be found on the counter of the Education Department secretary station. The doctor will fill out your test results on our form or a script-type paper. Any questions? Call Carol Royce in Education (610-409-3581).