

Pennsylvania Department of Education (PDE)

Clearances

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. DO NOT TRY TO SIGN UP FOR THESE ON YOUR PHONE. IN SOME OR ALL CASES YOU WILL NEED TO BE ON A COMPUTER.

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

Click on the following link: <https://epatch.pa.gov/home> . Click on **Submit a New Record Check**. Read then scroll down and click on **Accept**. Click on **Accept** then click on **Individual** followed by **Continue**. Click the drop down and select “Employment” or “Other”. Enter your personal information then click “Next”. Verify what you entered then click “Proceed”. This screen will ask for additional personal information. (Please enter your sex and race. This information is needed for unrelated Department of Education reporting.) 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!** (Also, you will get an email stating your request is completed. You can enter your control number as well as your other personal information.

Act 114 – Pennsylvania Federal History Background check – Approx. \$24.00 (paid at the Finger Print site on a credit card, Authorization Code, Business Check, or Money Order, NO CASH payment).

To start this process: Click on the following link: <https://uenroll.identogo.com/> (844-321-2101). (For Frequently asked Questions: https://www.identogo.com/uploads/general/FAQs_10_15_18_final.pdf) You will see a screen that looks like this:

IdentoGO

English

Enter your Service Code to get started.

Enter Code:

Don't know your Service Code?
Contact your agency or [click here](#).

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Independence Day [See All Important Notices](#)

☒ **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, [contact customer service](#).

☐ **Manage an existing Appointment**
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 fingerprints, IdentoGO does more than just fingerprints. 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, etc. Click **Next**. Create a security question and answer on this page. Enter your country of birth, city of birth, etc. 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 “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. You will receive several options where you can schedule your appointment. Click on one of the options to see their hours, location and to schedule your appointment (if you choose to make one). **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 – Free for Volunteers otherwise small charge 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. Scroll down and click on Next. Enter your information here. You can use your email address for your Keystone ID. Fill in all of the information required here. For the reason for the clearance, click on “School Employee Governed by Public School Code” if that is an option. Another option is volunteer. **Questions? 1-877-343-0494.**

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 (789 Main Street, access via path between Reimert and the IDC)

Email the Wellness Center and set up an appointment for a TB test wellness@ursinus.edu . 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 or on our website: <https://www.ursinus.edu/academics/education/field-experiences-and-clearances/>. The doctor will fill out your test results on our form or a script-type paper. In the event you need to call them, the number is 610-409-3100.

Any questions? Call the Education Department at 610-409-3581.