University of Pittsburgh Greensburg

Education Department

Frank A. Cassell Hall 150
Finoli Drive
Greensburg, PA 15601

Request for Clearance Information for Pre-Service Teachers

According to the Pennsylvania Department of Education (PDE), anyone working with or observing children in public, private, or charter schools are required to provide proof of the following clearances:

Each pre-service teacher working in a school must obtain:

- Federal Criminal History Record
  Fee: $23.85 - Applicant must register online and then visit a fingerprinting facility
- Pennsylvania State Criminal Record Check
  Fee: $22.00 - Applicant can apply online
- Pennsylvania Child Abuse History Clearance
  Fee: $13.00 - Applicant must apply online
- Child Abuse Recognition and Mandatory Reporting Training
  Fee: Free
- Professional Ethics and the Educator Discipline Act
  Fee: Free
- TB (tuberculosis) Screening Test
  Fee: Check with your health insurance coverage. Average cost: $20.00

If these clearances are not turned in by the end of the add/drop period in the term of registration, the student must drop any class requiring field placements. Furthermore, if there is a criminal infraction on any of these clearances, school placement for the school is unlikely, which will require the student to withdraw from the class. Decisions about permitting students to observe or do other tasks in a school are made by the school district and the principal. The University cannot guarantee that a person with entries in their criminal record will be permitted to do placements in a school. While state law bars certain offenders from schools, districts often impose more extreme requirements. Students who have entries in their records should consult the Director of Teacher Certification and Field Placements on whether a placement will be likely.

Plan to obtain your clearances at least 1 months prior to needing them for field placement experiences. You should **always** retain the original clearances and provide **copies** to the university and any school in which you are working.

Federal Criminal History Record (Commonly referred to as Fingerprint or FBI Clearance)
Fee: $23.85

- *GO TO: www.identogo.com/services/live-scan-fingerprinting*
- SELECT: Pennsylvania from the drop-down menu
- SCROLL TO THE BOTTOM OF THE PAGE
- CLICK: Digital Fingerprinting
- ENTER SERVICE CODE: 1KG6RT
- CLICK: Schedule or Manage Appointment
- Fill out application. Answer ALL required questions. Be sure to enter your name exactly as it appears on your driver's license or REAL ID
- CLICK: NEXT
- TOP RIGHT-HAND CORNER CLICK: Print Status (print this document)
- BOTTOM CENTGER: CLICK Schedule an Appointment (follow directions to schedule a fingerprint appointment)

On the day/time of your appointment, you will need the following:

Your drivers license or REAL ID. Be sure that your name on your ID is EXACTLY as you entered it on the registration form.

Payment of $23.85 using a credit card or money order. NO CASH ACCEPTED at fingerprinting facility.

After your fingerprints are completed, you will receive a receipt. Your receipt will have a number starting with "UZSV" printed on it. Keep that receipt for your records. Approximately 2-3 weeks after your fingerprints, you will receive an email stating that your fingerprinting results are ready.

VERY IMPORTANT: You only have one chance to OPEN and PRINT your results. OPEN this email on a device where you can save and/or PRINT the document. DO NOT OPEN THIS DOCUMENT ON YOUR PHONE!!

IF you do………………

You can provide a copy of the receipt with the "UZSV" number and I can locate your clearance; however, you do want to have a copy of your clearance for your records.

I cannot express enough that you only have one chance to OPEN/PRINT this clearance. Please be sure to be on a device that you can OPEN, SAVE, and PRINT your clearance.

ALL OUT OF STATE RESIDENTS: SCHEDULE YOUR FINGERPRINT APPOINTMENT FOR WHEN YOU MOVE TO CAMPUS, IMMEDIATELY PROVIDE ME WITH YOUR UZSV NUMBER AND I CAN LOOK UP YOUR CLEARANCE. DO NOT TRY TO COMPLETE YOUR CLEARANCE OUTSIDE THE STATE OF PENNSLVYANIA. CONTACT ME WITH ANY QUESTIONS REGARDING THIS NOTE.

Further details regarding fingerprinting can be found on the Pennsylvania Department of Education web site.

Pennsylvania State Criminal Record Check
Fee: $22.00

- GO TO: https://epatch.pa.gov
- CLICK: Submit a New Record Check
- CLICK: Individual Request
- CLICK: Next
- Complete application entering YOUR information
- CLICK: Enter This Request
- Review the information you entered
- CLICK: Submit
- Make Payment using a credit card
- The on-line response is virtually instantaneous the applicant prints the report from their computer.
- CLICK on the blue: Certification Form
- Save and Print form

Pennsylvania Child Abuse History Clearance
Fee: $13.00

- GO TO: www.compass.state.pa.us/cwis/public/home
- CLICK: Create an Individual Account
- Enter your information
- CLICK: Finish (you will receive an email on how to change your password)
- GO BACK TO: www.compass.state/pa/us/cwis/public/home
- CLICK: Individual Login (log in using the login username and password you just created)

- CLICK: Access My Clearances
- CLICK: Create Clearance Application
- CLICK: School Employee Governed by Public School Code:…………………
- CLICK: Next
- Complete form with your information
- CLICK: Yes for the question: Would you also like to have a paper version of the certification sent to your home or mailing address?
- Add ALL addresses you have had since birth
- Add ALL household members…including the name of anyone who has lived with you
- CLICK: Next to continue through the application
- Review your submission
- eSign your application
- CLICK: Next
- CLICK: No TIP: Your organization did NOT provide a code for your application
- CLICK: Make a Payment
- Enter payment information
- CLICK: Submit Your Payment

Check your email daily. You will receive an email with 3-4 days stating that your clearance is ready for review. Log in to the site using your username and password that you created and access your clearance.

Save and Print your clearance

Mailed copies of your clearance can take up to 4-5 weeks for processing. You may call the Office of - Children Youth and Families at 717.783.6211 or 717.783.6211 if problems arise.

Child Abuse Recognition and Mandatory Reporting Training
Fee: Free

- GO TO: www.reportabusepa.pitt.edu
- CLICK: Don't' have an account? Click here
- Enter your information to create an account
- CLICK: Submit
- Log in to the site using the username and password you just created
- CLICK: Access Your Course
- CLICK: Click here to launch the course
- Use the next clearance to move through the training/presentation

This training take 3 hours and the slides are timed. If you need to stop mid-training, use the SAVE AND CLOSE button. If you do not SAVE AND CLOSE, you will need to restart the training from the beginning.

A Certificate of Completion will be available to print upon completion of the course.

Professional Ethics and the Educator Discipline Act
Fee: Free

- GO TO: pdesas.org/
- CLICK: Login
- CLICK: Register
- Complete registration
- CLICK: Create
- GO TO: pdc.pdesas.org
- Log in using the username and password you just created on the pdesas.org site
- CLICK: Course Catalog/Registration
- GO TO: Course Options
- SELECT: Act 126 to narrow your search
- CLICK: Teacher Track

- CLICK: Register
- CLICK: Menu
- CLICK: My Classes
- CLICK: Yellow Options Button
- CLICK: Go to Classroom

Advance through the training using the NEXT button.

Save and Pring your certification upon completion

TB (tuberculosis) Screening Test

The TB test is to be obtained through your family physician or at a medical facility of your choice.   This testing requires two appointments (administration of the TB serum and "reading" of the test site). Please plan accordingly, you are **required** to return 48-72 hours after the administration of the TB serum to have your test "read". TB tests are required on initial entrance into the Pitt-Greensburg education program and again prior to pre-student teaching. Documentation from your health provider is necessary.

After you have completed and have all clearances in your hand, please submit a paper copy to Jane Hoch in Cassell Hall, room 210.

Please reach out to Jane at jane.hoch@pitt.edu with any questions or concerns.

ALL clearances and TB test are required to be submitted prior to the last day of the add/drop period which is 10 days from the first day of classes.

Don't hesitate to start your clearances!

Please note: As long as a student remains continuously enrolled at Pitt-Greensburg, clearances and TB screening will not need to be updated until the semester prior to pre-student teaching.