



## **Mandatory Student Paperwork Middle and Secondary Level Education**

***The Pennsylvania Department of Education requires that all students participating in field experience must provide the documentation listed below.  
Obtaining the following background clearances will require out of pocket expenses.***

- Act 114 FBI PDE Federal Criminal History Background Check
- Act 34 Pennsylvania State Police Criminal Record Check
- Act 151 Pennsylvania Child Abuse History Clearance
- Act 31 Mandated and Permissive Reporting in Pennsylvania Online Training
- Act 24 Pennsylvania Department of Education Arrest/Conviction Report and Certification Form
- TB (Tuberculin) skin test

**When obtaining these background checks, please remember to do the following:**

- **If you have any arrest or conviction on any background check you must notify the Education Department ([Education@northampton.edu](mailto:Education@northampton.edu)). Failure to disclose this information may prevent you from completing field experiences.**
- Use your home address (not school address) when applying for all background checks.
- Keep all original background checks in your credential portfolio: do not relinquish originals to anyone!
- Keep hard copies of all background checks to use for observations.
- Background checks must be dated within one year of the start of the semester.

***Students MUST submit required clearances to:***

Northampton Community College  
Education Department  
Reibman Hall, Room 103  
3835 Green Pond Road  
Bethlehem, PA 18020  
Phone: (610) 861-4561  
Fax: (610) 861-4110  
Email: [Education@northampton.edu](mailto:Education@northampton.edu)

*Students completing field experience outside of Pennsylvania must provide health and background clearance requirements for their state.*

# Step-by-Step Instructions to Apply for Mandatory Student Clearances

## Act 114 PDE FBI Federal Criminal History Background Check

<https://uenroll.identogo.com/>

1. Colleges/Universities Teacher Education Program Service Code: 1KG6RT, click GO
2. Click Schedule or Manage Appointment and complete all Essential Info then click **Next**
3. Complete all Additional Information then click **Next** (create a security question and answer, write this down for future reference)
4. Complete all Citizenship information then click **Next**
5. Complete all Personal Questions information then click **Next** (you do not have an authorization code)
6. Complete all Personal Information then click **Next**
7. Complete all Address information then click **Next**
8. Choose the Identification Document you will bring to your enrollment then click **Next**
9. Search for an Enrollment Center for Location to be fingerprinted then click **Next**
10. Select Date and Select Time for fingerprinting appointment then click **Next** (scheduled appointments take priority over Walk-Ins)
11. **Print the enrollment screen** (you will also receive an email from Identogo confirming appointment)
12. Hit **Submit**
13. You will be prompted to confirm appointment. Your \$22.60 payment will be made at the Identogo Center via Credit Card, Business Check or Money Order..NO CASH OR PERSONAL CHECKS.
14. **You will receive an email from PA Safe Check ([status@dev.PASafeCheck.identogo.com](mailto:status@dev.PASafeCheck.identogo.com)) within 72 hours with a link to access your Unofficial Copy called the Civil Applicant Response. IT IS IMPORTANT THAT YOU ARE AT A COMPUTER WHERE YOU CAN PRINT AND SAVE THE UNOFFICIAL COPY AS THIS WILL BE A ONE-TIME ACCESS ONLY LINK!**
15. Submit *Unofficial Copy* to the Education Department.

**NOTE: There are two Pages! Please send page 1 and 2 (page 2 has your results).**

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: [www.education.pa.gov](http://www.education.pa.gov). The PDE's School Services Unit oversees the process, and can be contacted at: [RA-PDE-SchoolService@pa.gov](mailto:RA-PDE-SchoolService@pa.gov).

UNOFFICIAL COPY

STATEMENT RECEIVED OF IMMIGRATION  
 CIVIL DIVISION  
 INDIVIDUAL NOT RECORDED TO EXPIRE  
 BY BRANCH OF THE SUPERVISOR ON THE PAGE  
 NUMBER BY SUBDIVISION  
 INTERCODE IDENTIF  
 MAIL  
 DATE  
 FOR BRANCH OF THE SUPERVISOR ON THE PAGE  
 NUMBER BY SUBDIVISION  
 CIVIL DIVISION

# Act 34 Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us>

1. Click on **Submit a New Record Check**. Do NOT choose *VOLUNTEERS only version!*
2. Scroll through terms and conditions for use of PATCH and click **ACCEPT**
3. Select **Individual Request**
4. Reason for Request - choose **Other**
5. Accurately complete the information requested and click **Next**
6. **Verify**, then click on **Proceed**
7. Enter your personal information again (this will be for your \$22 payment) and click **Enter the Request**
8. Click on **Finished**
9. Check for accuracy on the review page, if accurate Click **Submit**
10. Enter your credit card information and click **Next**
11. Click on the hyperlink for the **CONTROL NUMBER THAT IS BOLD** on LEFT SIDE
  - a. NOTE this is not your result this is a receipt of payment.
12. Very Important: **Write down the Control Number** and the date it was processed
13. Click on **Certification Form** in the middle, this will bring up form to print
14. Print this form. **Print** button will be in top Right side.
  - a. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

**PATCH Helpdesk: 1-888-QUERY-PA (1-888-783-7972)**

Pennsylvania State Police  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

**Response for Criminal Record Check**

TELEPHONE

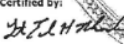
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Race: \_\_\_\_\_  
Date of Request: \_\_\_\_\_  
Purpose of Request: \_\_\_\_\_  
Employment: \_\_\_\_\_  
Maiden Name and/or Alias (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_

**\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #**

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT THIS REPORT. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MAY BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://www.patch.state.pa.us/patches/statuscheck>). THIS STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST, PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK RESULTS. DETAILS ON THE REQUEST CAN BE VIEWED BY CHECKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO REPRINT THE REQUEST AND PRINT OUT AN UNRECORDED OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:   
Lt. Earl H. Rhoades  
Director of Criminal Records & Identifications  
Pennsylvania State Police

TERMINATED BY: SYSTEM  
07/31/2019 01:42 PM

# Act 151 Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS/Public/Home>

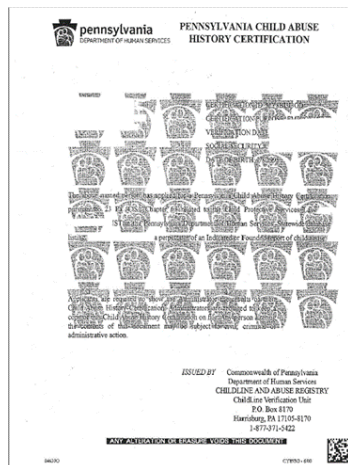
1. Register on the site by choosing **Create Individual Account** and work your way through the series of questions as well creating a security password called a **KEYSTONE ID** that you will need to remember to login the next time (this is case sensitive). Upon completion, you will receive 2 separate emails that will give you a user name and a temporary password. These will both be needed to log back into the website for the second time. *Please keep these emails as you will need this information!*
2. Log back into the website <https://www.compass.state.pa.us/CWIS/Public/Home> and choose **Individual Login** tab. When you receive the email go back to the initial webpage and choose **Login** and if entering for the first time you will be prompted to change your password. *Write down your Username and Password for future access!*
3. From here choose **Access My Clearances**. Scroll through the **Learn More** page and click continue. This will take you to a **Keystone Key** page where you will fill in the *Username and Password* that you were sent in the emails.
4. There will be a series of pages to fill in...remember to select **School Employee Not Governed by Public School Code** for the purpose of the clearance. *Do NOT choose VOLUNTEERS Only version.*
5. When asked about the Certificate Delivery Method, remember to answer **Yes**, you would like to have a paper copy sent to your home or mailing address.
6. You must pay for the clearance online using either a debit or credit card and then sign electronically.
7. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

## SAVE THE EMAILS WITH USER NAME AND ID

### Forgot your User ID?

Students may not re-set or recover their User ID. If you forgot your User ID please refer to the email titled "Commonwealth of Pennsylvania New Account Information" that was sent to you upon account creation. Your User ID is located here.

**If you continue experiencing issues logging in to your account, contact the CWIS Support Center at 1-877-343-0494.**



# Act 31 Mandated and Permissive Reporting in Pennsylvania Online Training

[www.ReportAbusePa.Pitt.edu](http://www.ReportAbusePa.Pitt.edu)

1. FREE online training!
2. Print the certificate of completion this will be displayed 24 hours after you are finished the training, you will find this on the home page when you log back in to website
3. Submit Certificate of Completion to the Education Department.

## Certificate of Completion

### Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements  
Meets the Recognizing Child Abuse and Mandated Reporting components of  
ACT 126 of 2013 training requirements

3 continuing education hours

**Presenter:**

University of Pittsburgh School of Social Work,  
PA Child Welfare Resource Center  
403 East Winding Hill Road, Mechanicsburg, PA 17055

**Presented to:**

on the date:



## TB (Tuberculin) Skin Test

1. TB testing may be administered by your private health care provider or the NCC Main Campus Health Center.
2. Results may be submitted on a script pad or doctor's letterhead with your name, results, date and physician signature.
3. Submit to the Education Department.