



## **Mandatory Student Paperwork Special Education Paraeducator**

***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 114 FBI DHS 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
- National Sex Offender Registry Verification
- 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.***

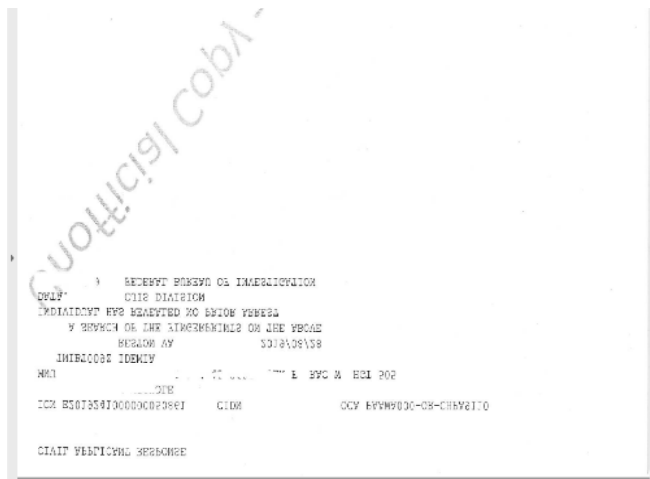
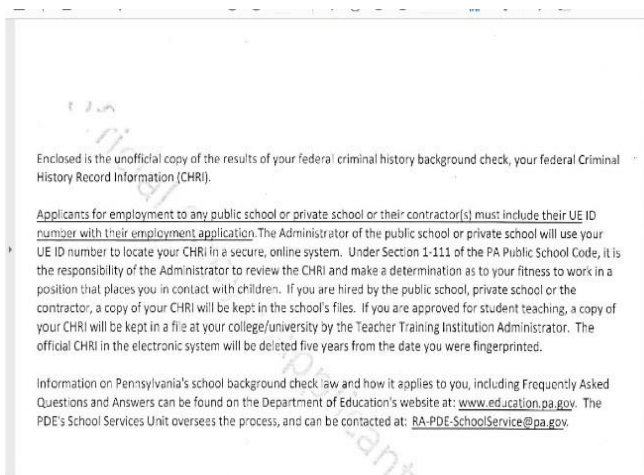
# Step-by-Step Instructions to Apply for Mandatory Student Clearances

## 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).**



# Act 114 DHS FBI Federal Criminal History Background Check

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

1. Child Care Services/Program Employee or Contractor Service Code: 1KG738, 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 \$23.85 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 your official results via US Mail.
15. Submit to the Education Department.



SSN:  
TCN:

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 09/19/2019.

**NO RECORD EXISTS**

- RECORD EXISTS** but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS** but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from 5 years following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Handwritten signature of Christine Reber in cursive.

Christine Reber, Division Director  
Bureau of Policy, Programs and Operations

# 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 SERVICE. 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/patch/statuscheck>). TO SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING SUBJECTS HAVE 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 REPLY TO THE REQUEST AND GET IT OUT AS AN UNRECORDED OR RECORDED 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>

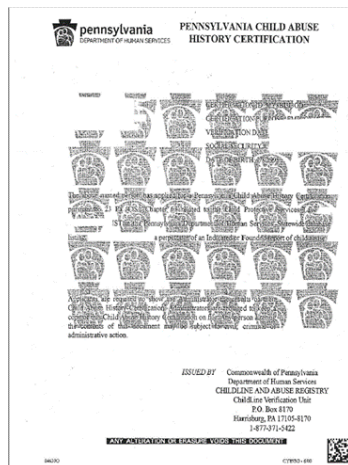
1. Register on the site by choosing **Create Individual Account** and work your way through the series of questions as well creating a security password called a **KEYSTONE ID** that you will need to remember to login the next time (this is case sensitive). Upon completion, you will receive 2 separate 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:



## NEW REQUIREMENT: National Sex Offender Registry Verification

<http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm>

Print application by clicking on **NSOR Verification Application** – English or Spanish.

1. Currently, all applicants for NSOR verification must print and fill out the application. All fields of the application must be completed.
2. There is **no fee** for the NSOR verification.
3. Processing time is **14 calendar days from the date the application is received** at the Clearance Verification Unit (CVU).
4. Students ***MUST Make a copy of the application*** prior to sending and then send a copy of the results to the Education Department for your record.
5. Once completed, use one of the following options to submit the application for processing:
  - Mail to the Clearance Verification Unit, Child Line at the following address:  
 Department of Human Services, PO Box 8170, Harrisburg, PA 17150-8170  
 OR
  - Scan and email the application to: [RA-PWNSOR@pa.gov](mailto:RA-PWNSOR@pa.gov) with "NSOR Verification Applicant \_(Your Last Name)" in the subject line

APPLICATION: National Sex Offender Registry Verification	
The following individuals must complete the National Sex Offender Registry verification application:	
<ul style="list-style-type: none"> <li>Any individual 18 years or older residing in the child care setting where child care is occurring</li> <li>Any individual working for a Regulated Child Care Provider</li> <li>Any individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation</li> <li>Any volunteer of a child care provider, group-day-care home or family child care home</li> </ul>	
Type or print clearly in ink. Fill in all necessary fields on the application. Once completed, use one of the following three options to submit the application for processing:	
<ol style="list-style-type: none"> <li>Mail to the Clearance Verification Unit, Child Line at the following address: Department of Human Services, PO Box 8170, Harrisburg, PA 17150-8170. OR</li> <li>Scan the completed application and email to: <a href="mailto:RA-PWNSOR@pa.gov">RA-PWNSOR@pa.gov</a> in the subject line list NSOR Verification Applicant Last Name (i.e., Smith), OR</li> <li>Hand deliver to the Clearance Verification Unit lobby located at: 5 Magnolia Drive, Harrisburg, PA 17110 (Delaware Building number 50). Free parking is available in lot C.</li> </ol>	
<ul style="list-style-type: none"> <li>Processing time is fourteen days from the date the application is received.</li> <li>Retain a copy of the completed application for your record. You may need a copy as proof of your submission for your employer.</li> <li>There is no fee for the National Sex Offender Registry verification letter.</li> <li>Refer all questions to the Clearance Verification Unit at 877-371-5422.</li> </ul>	
Purpose of the National Sex Offender Registry Verification (check one box only)	
<input type="checkbox"/> Individual 18 years or older residing in the facility where child care is occurring <input type="checkbox"/> Individual working for a Regulated Child Care Provider <input type="checkbox"/> Individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation <input type="checkbox"/> Volunteer of a child-care provider, group-day-care home or family child care home.	
Applicant Demographic Information (All fields required)	
Full Name (Last, First, Middle Initial)	_____/_____/_____
State Security Number (XXX-XX-XXXX)	_____/_____/_____
Date of Birth (MM/DD/YYYY)	____/____/____
Daytime Phone Number (XXX-XXX-XXXX)	_____/_____/_____
Home Address	_____/_____/_____
City	_____/_____/_____
State	_____/_____/_____
Signature	_____/_____/_____
Date	_____/_____/_____
For CVU processing only: <input type="checkbox"/> NSOR application received at CVU: <input type="checkbox"/> Letter mailmarked to the applicant	

## 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.