



Early Childhood Education: Infant-Grade 4 Middle and Secondary Level Education 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 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

****Two additional requirements for Early Childhood Education Students:***

- Two letters of reference (must be from non-family members) stating your suitability for working with children:
<http://northampton.edu/early-childhood-education/ece-student-resources/ece-forms.htm>
- NCC ECE/DHS Health Form (required every two years):
<http://northampton.edu/early-childhood-education/ece-student-resources/ece-forms.htm>

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). 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.
- Keep hard copies of all background checks to use for observations.
- Never relinquish original background checks to anyone.

Students MUST submit required clearances to:

Northampton Community College
Education Department
Reibman Hall, Room 137
3835 Green Pond Road
Bethlehem, PA 18020
Phone: (610) 861-4561
Fax: (610) 861-4110
Email: Education@northampton.edu

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

Clearance Instructions

PDE FBI Federal Criminal History Background Check (Act 114)

1. Fingerprinting must be completed through Identogo, NOT state police.
2. Go to: <https://uenroll.identogo.com> (secure website)
3. Type in your service code (register in PA as a student taking a course in a university teacher education program): 1KG6RT
4. On the next screen, select "Schedule or Manage an Appointment." Complete the registration form, select a fingerprinting location, select the photo ID you will bring to your appointment (most select Driver's License), make an appointment or select walk-in, and print your confirmation form.
5. Take print-out of your registration and your selected photo ID to an Identogo fingerprinting site. You can search for an Identogo location on the Identogo website: <https://www.identogo.com/locations>
6. \$22.60 fee charged to credit card or money order made out to Morpho Trust LLC...*NO PERSONAL CHECKS.*
7. You will receive a receipt (UEID number) at the fingerprinting location. After 48-72 business hours you will receive an email: YOU MUST OPEN this email at a location where you can print results, you only have ONE opportunity to review these results!
8. Rap Sheets will be mailed. Submit ALL results including Rap Sheets.
9. Submit results to the Education Department.

The Pennsylvania State Police Criminal Record Check (Act 34)

1. This clearance can be obtained by logging on to: <https://epatch.state.pa.us> (secure website)
2. Select "Submit a New Record Check" (do NOT click the link for "volunteers"), choose "Individual Request," and under reason for, click on "Employment."
3. \$22.00 fee charged to credit card.
4. Print the certificate form displaying the Pennsylvania state seal (hover over name which will allow you to print complete certificate...**do not** print the screen shot!).
5. Rap Sheets will be mailed. Submit ALL results including Rap Sheets.
6. Submit results to the Education Department.

Pennsylvania Child Abuse History Clearance (Act 151)

1. Apply online at: <https://www.compass.state.pa.us/cwis/public/home>
2. Start by creating your "Individual Account" and "Keystone ID." You will need to wait until you receive an email with your account information to proceed.
3. Once you have logged in with your Keystone ID and password, click on "Create Clearance Application" and when prompted choose "School Employee Governed by Public School Code."
4. Complete the application process.
5. \$13.00 fee by debit or credit card.
6. Print an electronic version.
7. Rap Sheets will be mailed. Submit ALL results including Rap Sheets.
8. Submit results to the Education Department.

Mandated and Permissive Reporting in Pennsylvania Online Training (Act 31)

1. Complete this FREE online training at: www.ReportAbusePa.Pitt.edu
2. Print the certificate of completion.
3. Submit certificate to the Education Department.

PA Department of Education Arrest/Conviction Report and Certification Form (Act 24)

1. This form can be found at: <http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
2. Read, sign and submit to the Education Department.

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.