Clearance Requirements

All Education Majors, freshman through seniors, must secure the following clearances:

- Act 34 Criminal History Report *
- Act 151 Child Abuse History Report *
- TB Test *
- Act 114 FBI Federal Criminal History Record *

*All clearances are valid until Clinical Experience (student teaching). A second set of clearances must be submitted prior to Clinical Experience. The date will be established by the Clinical Experience Office at Pre-Registration meetings.

Student Responsibilities

Students must:
1. Submit copies of all four clearances to the Clinical Experience & Outreach Office in Beekey 224. You may hand them in, fax to 610-683-4287 or mail to Kutztown University, Clinical Experience & Outreach, Beekey Education Center 224, Kutztown, PA 19530. Hours: 8:00 - 4:30 Monday through Friday.
2. Keep all original clearances
3. Never relinquish original clearances
4. Out-of-state students must secure all clearances in Pennsylvania

Note: A new FBI background check is required for transfer students from Community Colleges/other universities. One exception: If the FBI background check is less than one year old, it may be used for the new program.

Act 34 ~ Criminal History Report

- Apply online at https://epatch.state.pa.us (secure website)
- $10.00 fee charged to credit card
- Immediately print out results and submit a copy to the CE&O Office

Act 151 ~ Child Abuse History Report (results may take 3-7 weeks)

- Forms are available online: www.dpw.state.pa.us
- Complete and mail form with a $10.00 money order payable to: DEPARTMENT OF PUBLIC WELFARE
- Upon receipt of results, submit a copy to the CE&O Office
Act 114 ~ FBI Federal Criminal History Record (Fingerprinting)

- Register and pay online at www.pa.cogentid.com/ (No cash or personal checks)
- Contact the COGENT site to make an appointment to be fingerprinted
- Fee is **$33.00 plus $2.50** for an unofficial copy of the report
  - Unofficial results mailed to applicant (3+ weeks)
  - Applicant will receive a Registration ID Number marked “Step #3 – Registration Complete”

**DO NOT destroy this document** – submit this sheet to the CE&O Office

- Upon receipt of the “Civil Applicant Response - Unofficial Copy” submit this sheet to the CE&O Office

**TB Testing**

- TB testing will be done during the **third and fourth** week of each semester at the Health & Wellness Center
- Forms will also be available in the department offices for individual class assignments or via Health & Wellness Center.
- Process:
  - Complete the pink or green card and pay $10 fee in the Bursar’s Office
  - Return the other half of pink Registration Card to the Health & Wellness Center by due date
- If you prefer, you may have your TB Testing administered by your family physician…please have the results printed on a script pad…make certain your name appears on the script

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**Student PSEA Insurance** – Required for Clinical Experience (student teaching) only

- Apply online at http://psea.org
  - Click “Join PSEA” – Click “College Student” – Click “Join Online”
  - Complete this process and print out two receipts
- Immediately submit a copy to the CE&O Office
- Fee charged is **$30.00**
- Membership year runs September 1 through August 31

**Please Note:** Any student assigned to the **Oley Valley School District** must have a **Ten Panel Independent Drug Test** completed

Please direct questions to the Office of Clinical Experience & Outreach (CE&O)
610-683-4256