

CLEARANCE REQUIREMENTS

Education Department Saint Vincent College

V. ACT 151, ACT 34, ACT 126, FBI FINGERPRINTING CLEARANCES, AND TB TEST

IMPORTANT: Immediately upon your acceptance to the teacher certification program, you must obtain the following clearances. Not receiving your clearance will affect your ability to register, as well as take part in student teaching. Please complete the following immediately.

- **Criminal Record**
- **Child Abuse**
- **TB Test**
- **FBI Fingerprinting**
- **Child Abuse Reporter Training**

CRIMINAL RECORD: *(Must be completed yearly)*

Directions to get your clearance:

- Go to the Pennsylvania Access To Criminal History website:
<http://epatch.state.pa.us/Home.jsp>
- Click on "Submit a New Record Check"
- Follow the instructions and click submit (it takes a few minutes to process)
- Print out the "Certification Form"
- Cost will be \$10.00
- *If you do not want to complete it online you may download and print the form to mail (you will need to include a \$10.00 MONEY ORDER), or complete the form online utilizing the PATCH System (please be aware that if you process online you will need to have a credit card ready).*

CHILD ABUSE: *(Must be completed yearly)*

Directions to get your clearance:

- The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link www.compass.state.pa.us/CWIS you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account.
- Creating an account and submitting your clearance online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.
- Cost will be \$10.00.
- Print results of the PA Child Abuse History Clearance Certificate

TUBERCULOSIS TESTING - TB TEST: *(This test is good for two years, but subject to additional testing may be required)*

Directions to get your clearance:

Make an appointment with the Saint Vincent College Wellness Center by calling 724-805-2115. Testing can be done on Mon/Tue/Wed, as you must return two days later to be checked. The fee for the TB test will be \$10.00.

If you choose to get a TB test with your family doctor make sure to have a written document with date of the test, date it was read, results, doctor's signature, and doctor's medical ID#.

Child Abuse Reporter Certification:

All students entering any Education field experience course must have the Mandated Child Abuse Reporter Certification. A copy of the certification needs to be submitted to the Education Department.

The website for the free, 3-hour training is:

Course title: Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training at: <https://www.reportabusepa.pitt.edu/>

FBI FINGERPRINTING: *(Required one time only for Education classes and to be renewed prior to Pre-Student Teaching)*

Directions to get your clearance:

Applicants **must register prior** to going to a fingerprint site. Registration can be completed either on the phone or online. There is a \$28.75 registration fee. You must save your fingerprinting receipt with the PAE ID number and bring it to the Education Office to show that you have processed your clearance.

- **Online Registration:** Go to the Fingerprint Services for Pennsylvania home page:
<http://www.pa.cogentid.com/index.htm> (available 24 hours a day, seven days per week)
- Click on “Pennsylvania” Teachers, School Administrators and Student Teachers.
- Click on “Register Online”
- Complete the online form and print out the completed registration with your confirmation number on it.
- **Telephone Registration:** Call 1-888-439-2486, Monday through Friday, 8:00 a.m. to 6:00 p.m. EST.
- You will receive a confirmation number.
- Take your confirmation number to Safety and Security Office – Ground floor of Alfred.. The fee for the FBI clearance is \$28.75 and can be made online with a credit card. **Request to have your clearance mailed to you to receive your official report AND bring your PAE confirmation number to the Education Office after you have taken your fingerprints. Students must have an official report or the clearance is invalid.**

Fingerprinting Locations: You must register online first before arriving at these locations.

**SAINT VINCENT COLLEGE
PUBLIC SAFETY AND SECURITY OFFICE
GROUND FLOOR – ALFRED HALL
724-805-2186**

Other local sites:

Adelphoi Village
354 Main St
Latrobe, PA 15650
724-537-3052

Monroeville UPS Store
322 Mall Blvd.
Monroeville, PA 15146
412-856-9818

Greensburg UPS Store
645 E. Pittsburgh Street
Greensburg, PA 15601
724-850-6245

ARIN Intermediate Unit 28
2895 W Pike
Indiana, PA 15701
724-463-5300

You are not required to have your fingerprints done at one of these sites; you can complete this step at any fingerprinting site near you! Locations of Fingerprint sites in Pennsylvania: https://www.pa.cogentid.com/index_pde.htm

Students should not take these clearances lightly. Most school districts will NOT accept a student teacher or hire a teacher who has any criminal or child abuse infraction. A “Driving Under the Influence” (DUI) citation may keep a person out of the classroom. Shoplifting and other seemingly minor crimes are viewed as serious offenses by professional educators. Be very guarded in your behavior so that you do not become involved in a situation that could lead to such a citation. +

Remember YOU are responsible for providing copies of all your clearances to the Education Department. Please make several copies of these documents for your own files as well and keep your originals in a safe place.

Note: You must report any offenses that appear on your clearances to the Education Department Chair immediately. All offenses will be reviewed before you can continue in your education program. Options will be discussed. Please note that students with offenses may be dismissed from the Education Program.