



# STEP-BY-STEP INSTRUCTIONS FOR CLEARANCES REQUIRED BY THE PA DEPARTMENT OF EDUCATION

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## PA Child Abuse History Certification Online Application (Act 151)

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

Cost = \$13 credit/debit

1. If registering for the first time, choose **Create Individual Account** and proceed to step 2. Otherwise, choose **Individual Login to Access your Clearances** and **Create a Clearance Application**. Proceed to Step 6. (See FAQ at the top of website if "having trouble logging in")
2. Read the directions on the next page, and then click **Next**.
3. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click **Finish** after completing all fields.
4. You will be provided with a temporary password at the email address provided.
5. 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. (It is important that you write down your username and password for future access!)
6. There will be a series of pages to fill in but remember to select **School Employee Not Governed by Public School Code** for the purpose of the clearance **(Do not choose VOLUNTEERS Only version)**
7. You will be asked to enter all of the addresses where you have ever lived and names of every person with whom you have ever lived, so gather that information ahead of time (if you already have an account and have previously requested this clearance, the system will have your previously entered information saved)
8. 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.
9. You must pay for the clearance online (\$13) using either a debit or credit card and then sign electronically.
10. You will receive email updates regarding the status of your clearance and will be notified by email when it is ready for you to log back in and print your clearance document. The amount of time it takes to get your results online can vary from a few hours to up to two weeks. You will also get a paper copy mailed to you, as a backup (as per Step 8 above)

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## PA Criminal History Record Check (Act 34)

<https://epatch.pa.gov/home>

Cost = \$22 credit/debit

1. Click on **Submit a New Record Check** **(Do not choose VOLUNTEERS Only version)**
2. Click to accept the terms and conditions
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 and click **Enter the Request**
8. Click on **Finished**
9. Click **Submit** on the Review page
10. Enter your credit card information (\$22) and click **Next**
11. Click on the hyperlink for the **Control Number**
12. **Very Important: Write down the Control Number and the date it was processed**
13. Click on **Certification Form** to open your completed clearance

14. Print this document AND save it to your computer. If you have issues with printing/saving, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it again.

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## FBI Background Fingerprinting Check (Act 114)

<https://uenroll.identogo.com>

**Cost = \$23.85 credit/check/money order (no cash)**

1. Enter your Service Code to get started: **1KG6RT**, click **GO** (all teacher education students use this same code to be fingerprinted for PA Department of Education)
2. Click **Schedule or Manage Appointment** and complete all **Essential Info** then click **Next**
3. Complete all **Additional Info for Agency Identifiers** 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 your appointment. That email will contain your **UEID#**, which UArts will need to retrieve your completed clearance document.
12. Hit **Submit**
13. You will be prompted to **confirm your appointment**. Note that your payment of \$23.85 will be made in person at the Identogo Center via credit card, check or money order when you arrive for your fingerprinting appointment. **Make sure to save your receipt!**
14. You will receive an email from PASafeCheck (**status@dev.PASafeCheck.identogo.com**) within 72 hours of being fingerprinted with a link to access your 2-page 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. If the LINK fails, you can call PA Dept of Ed School Services at 717.783.6788 and request that they print and mail you an Unofficial Copy.

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## Mandated Child Abuse Reporter Training (Act 126)

<https://www.reportabusepa.pitt.edu>

**Cost = Free**

1. This 3-hour online course is offered by the PA Child Welfare Resource Center at the University of Pittsburgh.
2. To gain access, click the **blue button** to create an account.
3. Enter your information into the form (blue fields are required) and click **submit**.
4. The system will assign you a username and password. Write these down or save them to your computer. You will also receive an email containing this information.
5. Click the **login** link, enter your username and password, click the **blue login button**.
6. Click the **blue Access Your Course button** then **click the link to launch the course**. Make sure your browser does not have a pop-up blocker turned on.
7. Click through the pages to complete the course. Each page has a timer that counts down. When the **blue arrow** appears, you can click to move forward to the next page.
8. You do not need to complete the course all at once. Click **Save and Close** and you will be able to pick up where you left off the next time you access the course.

9. When you have completed the course, return to the main dashboard, where you will be able to print/save your certificate of completion.
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## TB Test

**Need to go in-person to UArts Health Services (email [healthservices@uarts.edu](mailto:healthservices@uarts.edu)) OR your primary doctor, local urgent care center or pharmacy clinic. Requires two visits, 2-3 days apart.**

**Cost varies.**

1. PA Public School Code requires you to get a TB test. The test results must be from within the past 3 months to be accepted.
  2. Determine where you will get tested (UArts Health Services, your primary doctor, local urgent care center or pharmacy clinic).
  3. If necessary, schedule an appointment and go as scheduled to get the TB test placed on your arm.
  4. Return 2-3 days later to have them examine the testing site to determine your test results.
  5. They will provide you with a document stating your testing date and the results.
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## What to Do with Your Results

To submit your clearances, log into the Portal and follow the link for [Forms & Requests](#). Click on *Secure Document Upload Tool* and select *Student Teaching Clearances* under *Documents to Upload*. Attach each clearance result and submit. File type and size requirements are listed on the form.

- **PA Child Abuse Clearance results:** download the PDF from their website upon notification that it is ready.
  - **PA Criminal Record Check:** download the PDF from their website (immediate results).
  - **FBI Background Fingerprinting Check:** submit the unofficial copy of your results; official results can be verified by UArts using your UEID# on this document
  - **Mandated Child Abuse Reporter Training:** download your certificate of completion from the dashboard.
  - **TB Test results:** scan/take a photo of the results document.
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