

Clearance Instructions 2025-2026

The Preservice Teacher is required to provide a copy of each clearance (PA Criminal, PA Child Abuse, and FBI) to The Teacher Education Office (Wheatley 204) before add/drop each August. Please renew in the June 1-August 30 window so that your clearances are current for the entire academic year.

Act 34 The Pennsylvania Criminal Record Check (Department of Human Services)

FEE \$22.00

May take up to 14 days to process

Act 34 needs to be Employment' Status.

Apply online at <https://epatch.pa.gov/home>

- Select "Submit a New Record Check' button."
- Employment' status ONLY accepted!
- Select Individual Request.
- Enter your information and follow prompts on screen.
- Choose 'Employment' for the reason you are obtaining the clearance.
- Click on the 'Certification Form' button and print the results page with the state seal watermark.
- Remember to print to PDF.
- Email or deliver a hard copy to the Teacher Education Office (Wheatley 204)
- keep a copy for your records.

ACT 114 - FBI Fingerprint Clearance

FEE: \$25.00

STEP ONE - REGISTRATION:

Apply online at <https://uenroll.identogo.com> through the Identogo website.

- Register for fingerprinting, manage your appointment, and view fingerprinting locations.
- Enter the Service Code: **1KG6RT**. This is a PDE code - must be obtained in the state of Pennsylvania.
- Go to the 'Pennsylvania PDE-Colleges/Universities Teacher Education Program' page.
- Select 'Schedule or Manage Appointment' and fill out the information appropriately.
- **Print and save the receipt this has the personal UE ID number on it.**
- Keep your appointment registration receipt!

STEP TWO - ATTEND THE APPOINTMENT:

- Bring photo ID; You cannot be processed without an acceptable photo ID.
- Take your appointment registration receipt to your appointment at an 'Official Identogo Enrollment Center' (locations can be found on the link in step 1).
- Payment occurs at the location, not online.
- After you have been fingerprinted, you will receive a fingerprint receipt with your UEID number.
- **Save the receipt - this has the personal UE ID number on it.**
- When you receive your results through email notification, go to Step Three.
- Identogo typically takes 24-48 hours to process results.

STEP THREE – SUBMIT YOUR RESULTS:

- All applicants will receive an unofficial copy of their report via email. Please note, PDE only sends Unofficial Results via email. The results email is sent from PASafeCheck and this email often gets flagged as junk/spam.
- The link in the results email is for ONE-TIME access only. Be sure to have access to a printer and/or a device where you can save the results report before opening the confirmation email.
- Send the UE ID number directly to The Teacher Education Office (Certification Specialist) right after your appointment, and they can look up your official clearance.

Act 33 PA Child Abuse History Clearance

FEE \$13.00

- Apply online at <https://www.compass.state.pa.us/CWIS>
- Select “Create Individual Account” on the Portal and create a “Keystone ID”.
- Choose: '**Employee governed by the public-school code**' as the reason you are obtaining the clearance.
- Cannot be a clearance obtained for 'Volunteer' o/ Volunteer' or other purposes are not accepted.
- Results will be returned to you using your online account and a copy will be emailed. Check your account daily to see if your clearance is available.

INTERNATIONAL STUDENTS

Please reach out to The Teacher Education Office directly to ensure you get the appropriate clearances.