

REQUIRED CLEARANCES: Information for ALL Education Department Field Experience Students

The Pennsylvania Department of Education requires that ALL students participating in any field experience (Stages 1 through 4) obtain the clearance documents listed below. Clearances must:

1. Be updated annually as they expire one year from the date of issuance.
2. Be valid for the entire academic semester in which the field experience occurs.
3. Indicate that NO RECORD EXISTS.

✓ **FBI Federal Criminal History Record (Act 114)** – Details concerning the fingerprinting process are found at <https://uenroll.identogo.com/>. Enter **service code 1KG6RT** and then follow registration procedures to schedule an appointment. After registering online, go to one of the fingerprinting locations listed. After you have been fingerprinted, you must bring your **UEID** number (as shown on the receipt provided after fingerprint capture) to the Education Department so we may access your official Federal Criminal History Record (CHRI or Rap Sheet) online. A file copy will be kept but we are prohibited by law from providing a copy to the student. **An unofficial copy of your results will be emailed to you from PA SAFE CHECK. Please note that the email link is a one-time only access URL.**

✓ **NEW URL The Pennsylvania State Police Criminal Records Check (Act 34)** - This clearance can be obtained by logging on to <https://epatch.state.pa.us/> <https://epatch.pa.gov/home> Select **Submit a New Record Check (not New Record Check- Volunteers Only, Under Requestor Details select Individual Request**, and complete the required information. Select **OTHER** under **Reason for Request**. Print the certificate form displaying the Pennsylvania state seal.

✓ **Pennsylvania Child Abuse History Clearance (Act 151)** - Submit an application online by first creating a Child Welfare Account and completing the information electronically through the Child Welfare Portal: <https://www.compass.state.pa.us/cwis/public/home>. For **Purpose of Certification**, select the **School employee governed by the Public School Code** option. See the FAQ section labeled **Clearance Application** for additional information.

✓ **NEW URL Mandated Reporter Training and Certificate (ACT 31)** – Register to complete the training free of cost at https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_91_1 <https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx> Click the registration link to enter your credentials with a username and password. Please complete the training and print the certificate which is valid for five years. Secure a copy of the certificate along with copies of other clearances and TP results.

Additional requirements: TB (Mantoux) test: Pennsylvania state law requires that all school personnel, including any student in a field placement, be tested for TB. **An acceptable test must be administered within a three-month time period of the start of any field experience.** A form indicating results of the test must be signed by a nurse or a physician and submitted to the Education Department office to be copied and filed. Students will be able to have this test administered at the Moravian University Health Center for a small fee.

ACT 24: All field students must complete this report to fulfill Act 24 requirements. Documents will be distributed to students, completed, signed and returned to the Director of Field Experiences at the mandatory field experience meeting. Documents will be on file in the Education Department.

NOTE: It is important that you keep your original clearance documents both safe and accessible as you may be asked to present them to administrators at any of your field placements. For additional information about obtaining clearances, contact the Director of Field Experiences (ext. 1473) or the Education Department office.

Monroeville Center (400001)
1302 Monroeville Ave
Monroeville, Pennsylvania 15136-2015

IdentoGO

Cardholder: [REDACTED]
Card Type: [REDACTED]
Cardholder Name: [REDACTED]
Cardholder Address: [REDACTED]
Cardholder City: [REDACTED]
Cardholder State: [REDACTED]
Cardholder Zip: [REDACTED]
Cardholder Phone: [REDACTED]
Cardholder Email: [REDACTED]
Cardholder Date of Birth: [REDACTED]
Cardholder Social Security Number: [REDACTED]
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Cardholder Phone: [REDACTED]
Cardholder Email: [REDACTED]
Cardholder Date of Birth: [REDACTED]
Cardholder Social Security Number: [REDACTED]

Pennsylvania Department of Education
School Services Unit
202 Market Street
Harrisburg, PA 17105-0002

ALL INFORMATION IS UNCLASSIFIED

Enclosed is the official copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment at a public school or private school or their contracting agency must include their CHRI number with their application. The Administration of the public school or private school will use your CHRI number to verify your CHRI is a current, online system. Under Section 5-511 of the PA Public School Code, it is the responsibility of the Administration to make the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be available for your review from the date you were fingerprinted.

Information on Pennsylvania's school background check system and how it applies to you, including frequently asked questions and answers can be found on the Department of Education's website at: www.pde.state.pa.us. The PDE's School Services Unit oversees the process, and can be reached at: SSU@PDE.SchoolServicesUnit.gov

OFFICIAL APPLICANT RESPONSE

NAME: [REDACTED] DATE: [REDACTED]
ADDRESS: [REDACTED] CITY: [REDACTED]
STATE: [REDACTED] ZIP: [REDACTED]
PHONE: [REDACTED] FAX: [REDACTED]
EMAIL: [REDACTED]

Official Copy - Applicant Use Only

Pennsylvania State Police
1800 Hamilton Avenue
Harrisburg, Pennsylvania 17105

Response for Criminal Record Check

WHITEHALL, PA 15852

TELEPHONE (412) [REDACTED]

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: [REDACTED]
Date of Request: 09/23/2020 07:30 PM
Purpose of Request: Employment

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIER. SUPER TO CONTINUE. REQUESTING ***
THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CRIMINAL RECORDS. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONSIDERED IN THE INFORMATION ON THIS IDENTIFICATION FORM CAN BE UNLOCKED BY ACCESSING IN THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (WATCH) RECORD CHECK STATUS SCREEN. FROM: Department of Human Services, and also submitting a STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING: SUBJECT'S NAME (LAST, FIRST, MIDDLE), CONTROL NUMBER AND DATE OF REQUEST. FACTOR WILL FIND AND DISPLAY THE CORRESPONDING RECORD NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.
QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE WATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-782-7572).

Certified by:

[Signature]

LT. Earl Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

GENERATED BY: SYSTEM
09/23/2020 07:30 PM

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE
HISTORY CERTIFICATION

STATE COLLEGE, PA 16801

CERTIFICATION FOR: [REDACTED]
CERTIFICATION PURPOSE: EMPLOYMENT
SUBSCRIBER ID: [REDACTED]
SOCIAL SECURITY #: [REDACTED]
DATE OF BIRTH: [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protection Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services database listing PRISCILLA FLORES as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administration the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file, any person stating the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY: Commissioner of Pennsylvania
Department of Human Services
CHILD ABUSE AND ABUSE REGISTRY
Child Abuse Certification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-375-6422

Certificate of Completion

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements
Meets the Recognizing Child Abuse and Mandated Reporting components of
ACT 126 of 2013 training requirements
3 continuing education hours

Presenter:
University of Pittsburgh School of Social Work,
PA Child Welfare Resource Center
403 East Winding Hill Road, Mechanicsburg, PA 17055

Presented to:
[REDACTED]
on the date:
September 23, 2020



Provider Number:
CACE000004
CE Course Number:
PCW0000001

Molly B. Alivon
Director of Continuing Education
School of Social Work

Michael Byers
Director PA Child Welfare
Resource Center

Valid for 5 Years



- Submission of Clearances is going DIGITAL at Moravian in the EDUCATION DEPARTMENT, Education Clearances
- Run by Xmedius for safe and secure faxing/sending documents without the need for paper copies
- Monitored from a Moravian Education email address, you will be able to deposit your documents into individual, secure folder where it can be stored for up to 13 months
- A link will be provided via email for easy access and you can deposit as much material as necessary



SAFEBOX DIRECTIONS

1. To access our Safebox, please click on the link shown below in the email accompanying this letter:

<https://sendsecure.xmedius.com/r/1c1638ab0c684d3eadbd99945bbc8348>

2. You will be prompted to enter your Name, Email, Phone Number, and Subject Line
PLEASE ENTER THE SUBJECT LINE IN THE FOLLOWING FORMAT:

STUDENT ID#, STUDENT LAST NAME, FIRST NAME and Course Number

SendSecure – Send Files Securely
SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

for Moravian College Education Department

To create a SafeBox and upload files, please provide your information.
All documents posted to the created SafeBox are encrypted according to the highest security standards.
The posted content will be kept 1 month after the SafeBox is closed.

From:

Your Name

Your Email *

Your Cell Phone or Direct Line

Subject:

SafeBox Subject *

☐ I'm not a robot

RECAPTCHA
Privacy - Terms

☐ For the purpose of exchanging information, I consent that my data, including personal information, will be saved into SendSecure secured & encrypted storage.

CREATE SAFEBOX

3. You will then receive a confirmation screen as below:

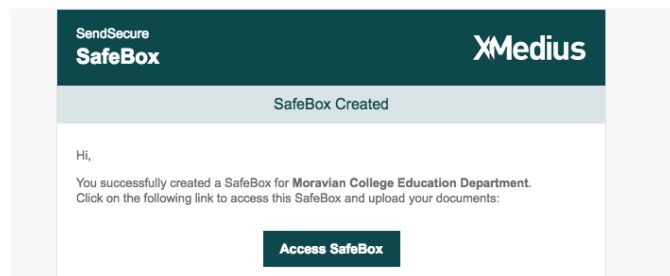
SendSecure – Send Files Securely
SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

ID # 590000 Correll, Doris EDUC 130 (EXAMPLE)
for Moravian College Education Department

SafeBox successfully created

An email has been sent to you with a link to access the SafeBox and upload your documents.

4. An email will be sent to you immediately which will then allow you to upload all documents as needed for clearances for Field Experience/Student Teaching.



5. Once you click on your individual SafeBox Access link, SafeBox will then generate a security code which you can have sent to your email or phone directly. This will be entered to confirm your identity and documents are safe and secure. **The security code is time sensitive, so you will need to enter the code promptly when you receive it.**
6. This will give you access to your SendSecure SafeBox for future use! The same format should be used for “MESSAGE” as shown below: **ID# STUDENT NAME, COURSE NUMBER**
7. You are then able to drag and drop all documents into this folder. Once you hit send, it is sent directly to a secure Moravian email address where we can store all documents for your student teacher for up to 13 months. Please see below.

For any questions or concerns using our new Secure Digital system,
please reach out to [Mrs. Correll](#) or [Ms. Marino](#).

**Thank you for following the directions to submit clearances electronically
via the SAFEBOX system.**

Director of Field Experiences: Doris Correll, M.A., M.Ed. Email: dcorrell@moravian.edu
Office: (610) 861-1473 Fax: (610) 861-1696

Educational Program Coordinator: Charisse Marino Email: Marinoc02@moravian.edu
Office: (610) 861-1558