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.**

✓ **The Pennsylvania State Police Criminal Records Check (Act 34) -** This clearance can be obtained by logging on to **https://epatch.state.pa.us/** Select ***Submit a New Record Check*** *(**not** New Record Check- Volunteers Only)* and complete the required information. You may 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.

✓ **Mandated Reporter Training and Certificate (ACT 31) -** You will need to complete a registration form at https://www.reportabusepa.pitt.edu/ free of charge. 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.

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. **COVID Vaccination status** may be required if districts and school entities require field experience students be vaccinated for placements in their schools.

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 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 Mrs. Doris Correll, Director of Field Experiences (ext. 1473) or the Education Department office.*

SAMPLES of CLEARANCES NEEDED FOR FIELD EXPERIENCES

IdentoGO

Pennsylvania Department of Education
School Services Unit
333 Market Street
Harrisburg, PA 17126-0333

[redacted]
HELLERTOWN PA 18055

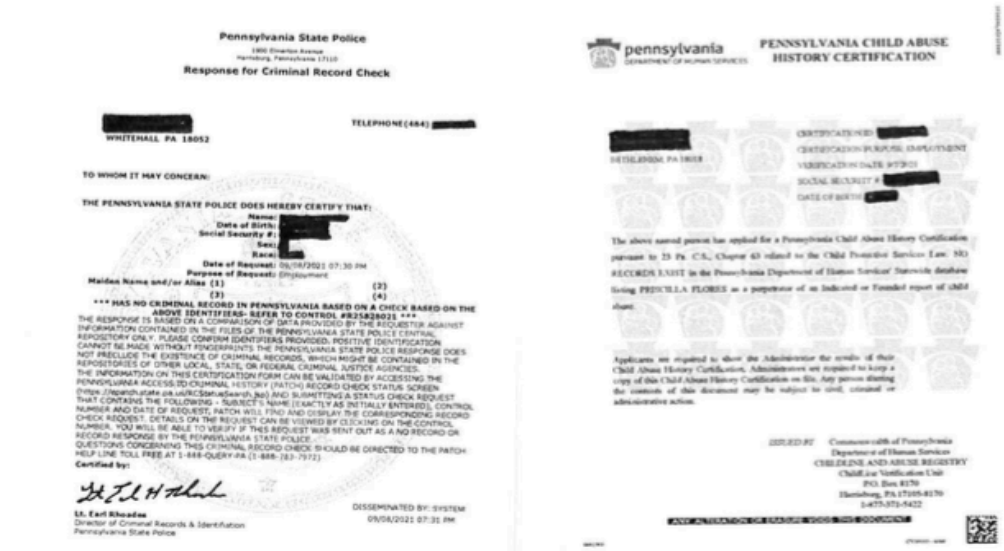
Dear [redacted]

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

Applicants for employment at any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review 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 deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at www.education.pa.gov. The PDE's School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolServices@pa.gov.

Unofficial Copy - Applicant Use Only



Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

[redacted]
WHITEHALL PA 18052

TELEPHONE (484) [redacted]

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [redacted]
Date of Birth:
Social Security #:
Sex:
Race:
Date of Request: 09/08/2021 07:30 PM
Purpose of Request: Employment
Maiden Name and/or Alias (1) (2)
(3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS- REFER TO CONTROL #R25820021 ***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. 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 CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (https://epatch.state.pa.us/RCStatusSearch.jsp) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL 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 PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

Lt. Col. Robert Evanchick
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
09/08/2021 07:31 PM

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

[redacted]
BETHLEHEM PA 18018

CERTIFICATION ID: [redacted]
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE: 9/7/2021
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 Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing PRISCILLA FLORES as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator 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 altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY: Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
Child Line Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

AND AUTHORIZED TO RELEASE THIS DOCUMENT

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:
PCW000001

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

Michael Byers
Director PA Child Welfare
Resource Center

Valid for 5 years

SAFEBOX

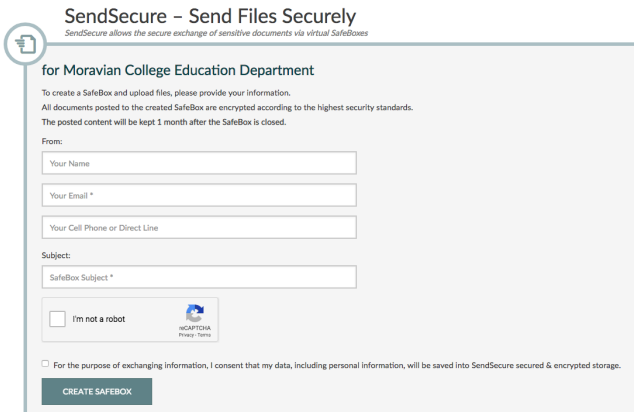
- Submission of Clearances is going DIGITAL at Moravian in the EDUCATION DEPARTMENT, Education Clearances
- Run by Xmedius for safe and secure faxing/sending documents without the need for paper copies
- Monitored from a Moravian Education email address, you will be able to deposit your documents into 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

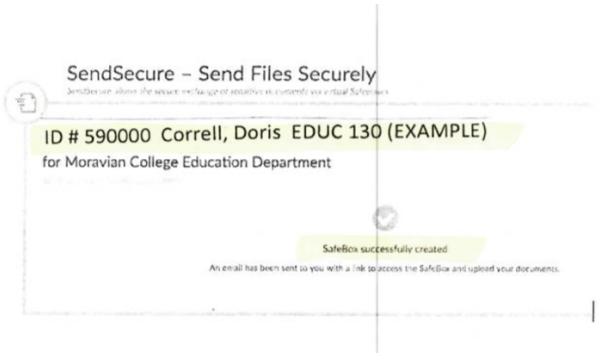
1. To access our SafeBox, please click on the link shown below in the email accompanying this letter:

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

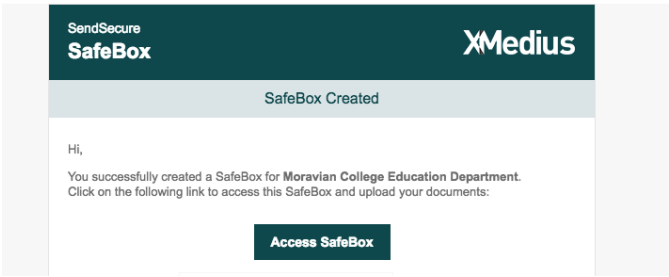
2. You will be prompted to enter your Name, Email, Phone Number, and Subject Line
PLEASE ENTER THE SUBJECT LINE IN THE FOLLOWING FORMAT:
STUDENT ID#, STUDENT LAST NAME, FIRST NAME and Course Number



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



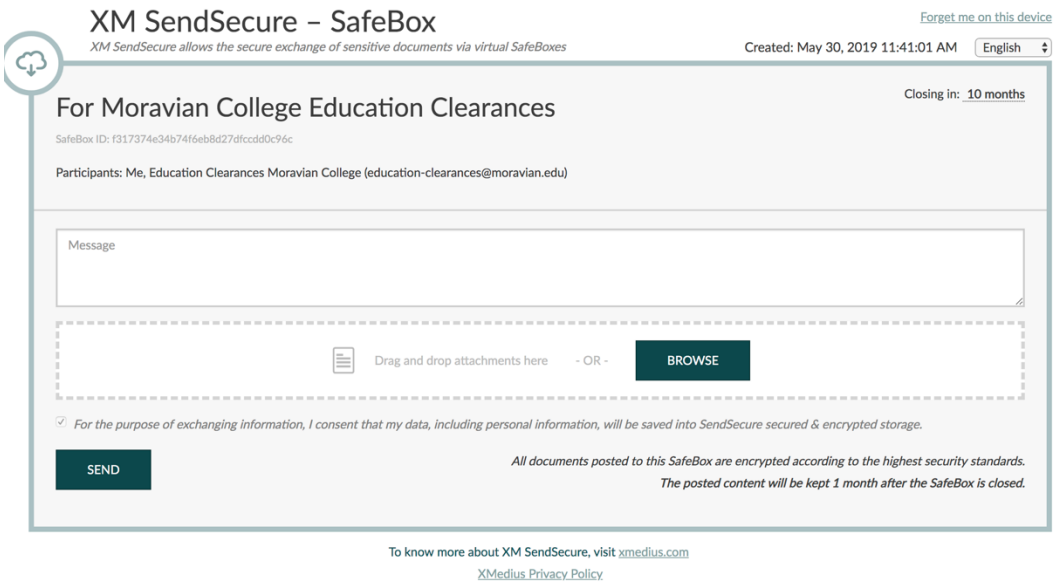
5. An email will be sent to you immediately which will then allow you to upload all documents as needed for clearances for Field Experience/Student Teaching.



6. 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.**

7. 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

8 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 and simultaneously by the due date.

Office: (610) 861-1473 Email: dcorrell@moravian.edu or marinoc02@moravian.edu

MORAVIAN UNIVERSITY
New Name. Even Brighter Future.