The Pennsylvania Department of Education requires that ALL students participating in any field experience (early field, tutoring, pre-student teaching, or student teaching) 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 year.
3. Indicate that NO RECORD EXISTS.

- **FBI Federal Criminal History Record (Act 114) – NOTE: 12/1/2008 procedural change.** Details concerning the fingerprinting process are found at [https://www.pa.cogentid.com/index_pde.htm](https://www.pa.cogentid.com/index_pde.htm). Follow registration procedures and go to one of the fingerprinting locations listed. After you have been fingerprinted, the Education Department must receive your Registration ID to view 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. No official clearance will be mailed by PDE, so we strongly recommend you pay the $2.00 fee at registration to receive the unofficial copy of your clearance.

- **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.state.pa.us). Select **Submit a New Record Check** and complete the required information. Print the certificate form displaying the Pennsylvania state seal.

- **Pennsylvania Child Abuse History Clearance (Act 151)** - Detailed instructions can be found at [http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm](http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm). This registration form (CY-113) must be completed and mailed to the Department of Public Welfare at the address given with a money order (no personal checks). **Allow up to 6-8 weeks for the Child Abuse Clearance to be processed.**

**A TB (Mantoux) test is also required.** 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.

**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.