

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 the clearance will be mailed to you.**
- ✓ **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.

All original clearance documents must be viewed and copied by the Education Department before you will be permitted to register for any Education course with a field experience. Students will be placed in field experiences only when all background checks indicate that **NO RECORD EXISTS**.

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 College 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.

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