

PA Mandated Clearance Information Required for ALL Education Majors



It is required that all Education majors have the following clearances on file. These are necessary to enter any facility that services children (school, daycare, preschool, etc.). Some of these clearances take weeks to be returned. Please proceed promptly.

Mercyhurst University SharePoint titled “Education Document Repository” will be the collection place for all your clearances. All documents need to be handed to Sheri Kurczewski, Director of Educational Field Placements. Original copies will be scanned and uploaded on you SharePoint folder as ONE PDF DOCUMENT by Sheri Kurczewski.

1. ACT 33/151 PA – Child Abuse History Clearance
2. ACT 34 PA – Criminal History Record Check
3. ACT 114 FBI – Federal Criminal History (Fingerprinting)
4. ACT 24/82 – Arrest/Conviction Report and Certification (Form PDE 6004)
5. ACT 31 – Mandatory Child Abuse Reporting Course

EFFECTIVE DECEMBER 31, 2014 – ANY INDIVIDUAL WHO HAS DIRECT CONTACT WITH CHILDREN WILL BE REQUIRED TO OBTAIN NEW CLEARANCES EVERY 36 MONTHS.

1. ACT 33/151 Child Abuse History - \$13.00
ONLINE APPLICATION:
 - <https://www.compass.state.pa.us/cwis/public/home>
 - When filling out the form, use your current address, and check the "Employment" option under "Certification Purpose".
 - Your results may be available immediately. If not, you can log in at a later time to view the status of your results. The process can take up to 4 to 5 weeks for processing, and you will be mailed a copy of your results. You may call the Office of Children Youth and Families at 717-783-6211 or 717-783-6211 if problems arise.
2. ACT 34 Criminal Record - \$22.00
ONLINE APPLICATION:
 - This clearance may be obtained on-line if the applicant has a credit or debit card at <https://epatch.pa.gov/home>
 - Choose 'submit a new record check' and select "Employment" under "Purpose of Request".
 - The online response is virtually instantaneous. The applicant prints the report from their computer. The mailed request can take up to 4 to 5 weeks for processing and will be mailed directly to the applicant.
3. ACT 114 Federal Criminal History (Fingerprint-based) - \$22.60
 - Applicants must get fingerprinted for an FBI background check.
 - Applicants should register online with [Identogo Systems \(https://uenroll.identogo.com/\)](https://uenroll.identogo.com/) prior to going to the fingerprinting center. Payment is made online at the time of registration by credit or debit card. No cash or personal checks are accepted. Please record your UE ID registration number - it is a series of letters and numbers - you will need to provide this number to any school district, institution, or agency needing the results of your federal background check.
 - The applicant then reports to one of the approved fingerprint centers provided upon registration. The fingerprints are scanned; the entire fingerprint capture process takes approximately 10 minutes. The prints are then electronically transmitted to the PA State Police, who then submit the fingerprints and demographic information to the FBI as required by federal statute.

- Pennsylvania Department of Education will receive the Federal Criminal History Report from the FBI. You will receive an unofficial copy by mail.
 - After you have been fingerprinted, you should provide your registration number to anyone that needs access to your results. They will access a secure database at PDE to view your results using their institution's username and password. They may not provide you with copies of this information. They should be able to access your clearance information within a week of fingerprint processing.
 - If you have a question or an issue with your federal clearance, call 717.783.3750 or email the Pennsylvania Department of Education at dwolfgang@state.pa.us. Neither Identogo Systems nor the School of Education can provide the status or results of your report to you.
 - Enter the Service Code – **1KG6RT**
 - *After completing this clearance, you will only need to submit your final **UE ID code**.*
4. ACT 24/82 Arrest/Conviction Report and Certification – No Charge
<https://1.cdn.edl.io/HZStxFbZ8xWinl6wkZjk72cQyaJ2AJGoUUtPegSvpm2jqwtp.pdf>
- You are required to print, sign, and upload a completed ACT 24 form to your SharePoint student folder yearly.
 - A paper copy is also available in the Education Department.
5. ACT 31 Mandatory Child Abuse Reporting Course
- Free online course –
<https://www.reportabusepa.pitt.edu/>
 - Upon completion of the training you will receive a certificate that you save and print.

Supplemental testing required:

Proof of Tuberculin Skin Test – Required by the Pennsylvania Public School Code

- This can be obtained from your family physician, local WellNow or Urgent Care facilities.

Other item required:

Scan of Mercyhurst Student ID (photo ID)

- This can also be a scan of your Driver's License or State Photo ID