



CLEARANCE CHECK LIST RESOURCE GUIDE

CLEARANCES MUST BE SHOWN EVERY SEMESTER & VALID THROUGH THE CURRENT FIELD EXPERIENCE SEMESTER

YOU WILL NOT BE ALLOWED TO ENTER ANY SCHOOL DISTRICT IF YOU DO NOT OBTAIN ALL ITEMS IN THIS GUIDE.

PLEASE SAVE YOUR CLEARANCE EMAILS. IF YOU LOSE YOUR CLEARANCES, YOU MAY BE ABLE TO RETRIEVE THEM THROUGH YOUR EMAILS.

If you are entering East Stroudsburg University as an education major in any of the following departments:

ELEMENTARY EDUCATION
EARLY CHILDHOOD EDUCATION
SPECIAL EDUCATION
PROFESSIONAL & SECONDARY EDUCATION &
PHYSICAL/HEALTH EDUCATION

Please visit the Office of Field Experiences & Partnerships' website or office (Stroud 214) with questions. You are **REQUIRED** by Pennsylvania State Law (Act 114) to obtain the above clearances in order to **be granted entrance into any school district building.**

Revised 08/2022

| CLEARANCE | WEBSITE | COST | REASON AND/OR SELECTION OPTION | MISC INFORMATION |
|--|---|--|---|---|
| Act 24 Arrest/Conviction Report & Certification Form | https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf | Free | N/A | Or you can get a copy from the Office of Field Experience – Stroud 214 |
| Act 34 PA Criminal Background Clearance | https://epatch.state.pa.us/ | If substituting, you must pay \$22.00 Volunteer is \$0.00 | Choose “New Record Check (Volunteers only)”. New Record Check and the Reason for Request: VolunteerFREE. If planning to also substitute teach, choose “Submit a New Record Check” and pay \$22.00. | You will receive your results within few minutes of completing the application. Please print your results immediately. For status of the Criminal Record Check, call (717) 783-7972 |
| Act 151 Child Abuse History Clearance Certificate | https://www.compass.state.pa.us/cwis/public/home | If substituting, you must pay \$13.00 Volunteer is \$0.00 | Create an account & SAVE username and password for future reference. On the application purpose please Select appropriate APPLICATION PURPOSE Select “VOLUNTEER HAVING CONTACT WITH CHILDREN” Please Note: If you incorrectly select a different APPLICATION PURPOSE first and then click the correct one for volunteers, YOU MUST DELETE THAT APPLICATION AND START OVER! PLEASE SEE NEXT COLUMN FOR MORE INFORMATION | If you do not delete and re-start the process, YOU WILL BE CHARGED A FEE! Once you select “VOLUNTEER HAVING CONTACT WITH CHILDREN,” you will be asked for the VOLUNTEER CATEGORY. Select “OTHER.” You will then be asked for AGENCY NAME. Enter “East Stroudsburg University” in the provided box. Creating an account & submitting your clearance application online will give you immediate access to your results or the status of your results. For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine verification unit at 717-783-6211 or call toll free at 1- 877-371-5422. |
| * FBI Federal Bureau of Investigation/ Criminal Background | https://uenroll.identogo.com/ | \$23.85 | Please enter Service Code: 1KG6RT Choose Driver’s License/permit for ID. NO CASH (See step-by-step tutorial on COE Clearance’s website) | Make sure you print your registration confirmation number. You will need to present the receipt with those numbers at the fingerprinting site when you are fingerprinted & bring to our office for a rap sheet. For question about your FBI clearance, please contact the FBI/Adam Walsh unit at 717-783-6211 or 1-877-371-5422. |
| TB Test | TB Test Results Form available in Stroud 214 | Can be obtained by Private Physician or Express Care next to ESU | It is mandatory your results include: Manufacturer Name, Lot Number, Date of Administration, Date it was read on an official document with physician’s signature is required. | TB test must be within 3 months of your placement (if over 3 mons. but under 1 yr., you will also need a dated Dr. note, stating you are currently free of TB.) False/positive results must get x-ray and the letter from physician confirming the negative results. (X-Rays are good for 5 years). |
| PSEA Pennsylvania State Education Association (Student Membership) | www.psea.org | Depends on the length of membership | On Membership Center menu - click Join PSEA then click - Future Educators (student PSEA) join online | Select for how long you want your membership. Please print the temporary card immediately. If you join now, as a single year member, your membership will expire on August 31, 2020. 1 Year – Sept 1, 2022, through Aug 31, 2023 - \$30.00 2 Year – Sept 1, 2023, through Aug 31, 2024 – \$53.00 3 Year – Sept 1, 2024, through Aug 31, 2025 - \$73.00 4 Year – Sept 1, 2025, through Aug 31, 2026 - \$90.00 |
| Mandated Reporter | www.reportabusepa.pitt.edu | Free | Register for course online & note the username & password you create. | Upon completion of course SAVE & PRINT your certificate. District will need to see this certificate valid for 5 years from completion date. |

