

The 4 things you have to do to get your clearances...before classes start!

The College of Education strongly suggests you upload your clearances to the EdPortal **prior to July 1st** each year so that your clearances are valid for the entire school year.

Clearances must be obtained for both internship and student teaching applications, due March 1st for Fall Semester intern/student teachers and October 1st for Spring Semester intern/student teachers.

NO CLEARANCES = NO SCHOOL VISITS, NO INTERNSHIPS, NO STUDENT TEACHING

1. PA State Criminal Background Form: (you must renew this *each year*) **\$10**

APPLY ONLINE. Criminal reports may be obtained electronically (and you can pay online) from the Pennsylvania State Police at:

<https://epatch.state.pa.us:443/Home.jsp>

(click on "Submit New Record Check" and accept "Terms and Conditions")

OR APPLY THROUGH THE MAIL. The Criminal History Request Form (SP4-164) is also available from schools, Pennsylvania State Police Barracks, and from the Pennsylvania State Police web site (and you pay via check):

www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458621&mode=2

[Once you get this **State** criminal background report, make copies and file the originals. You will be asked to submit copies of this clearance to Tyler/Art Ed several times!]

2. PA State Child Abuse History Clearance Form: (you must renew this *each year*) **\$10**

APPLY ONLINE: The Pennsylvania Child Abuse History Clearance can be obtained online at:

<https://www.compass.state.pa.us/CWIS/Public/Home>

Make an account with the Child Welfare Portal and pay online via credit card at the end of the application process. You will need to provide addresses for all the places you have lived, as well as the names of each person you have lived with since 1975. On this website you can also find directions for submitting this clearance form through the mail.

[Once you get your **PA Child Line** certificate, make copies and file the originals. You will be asked to submit copies of this clearance to Tyler/Art Ed several times!]

3. **FEDERAL/FBI Clearance Form:** (you must renew this *each year*)

\$28.75

FIRST, REGISTER ONLINE. Visit <http://www.pa.cogentid.com> and register to have your FEDERAL background check run and sent to the PA State Department of Education. An unofficial copy of results of this background check will be mailed directly to each applicant. And then....

VISIT A FINGERPRINTING SITE. Use this same website to find a fingerprinting location in the greater Philadelphia region, and go there and get your digits scanned. **Take your online registration receipt with you to the fingerprinting site.**

[Once you get the unofficial copy of the results of your **Federal** background check, make copies and file the originals. You will be asked to submit copies of this clearance to Tyler/Art Ed several times!]

4. **TB Testing:** (you must get a new test *each year*)

VISIT YOUR PHYSICIAN or make an appointment with Temple Student Health Services (\$4 fee for test) at 1810 Liacouras Walk 4th Floor (0066-04), phone: 215.204.7500

A Doctor or Medical staff person will conduct a skin test and ask you to **return after 2 days** to read the test. Make sure you receive a signed note with the date of reading.

[Once you get the results from your **TB test**, make copies and file the originals. You will be asked to submit copies of this clearance to Tyler/Art Ed several times!]

Please plan accordingly so that your records remain up-to-date.

Always make copies, never turn in originals.

All information obtained from the Pennsylvania Department of Education website:

http://www.education.state.pa.us/portal/server.pt/community/background_checks/8623

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