

CLEARANCES

The term “field experiences” denotes the entire range of in-school experiences, including structured observations in early field, course-related field experiences, and student teaching.

Note: No student may enter a school to conduct any of these types of “field experiences” without having clear, up-to-date clearances on file at Slippery Rock University. For the latest information on PDE requirements for clearances please see:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

Undergraduate:

Field Experience	Who Collects Clearances?	Physical & Health Ed.	P-4	P-4/SPED	Secondary/ Middle
Stage 1	Course Instructor	PE 152	ELEC 230	ELEC 230	SEFE 200
Stage 2	Course Instructor	PE 452	ELEC 311	ELEC 311	SEFE 200
Stage 3	Course Instructor	PE 462	ELEC 420	ELEC 420 SPED 434	SEFE 426
Stage 4	Assistant to the Dean	PE 455	ELEC 455	ELEC 455 SPED 455	SEFE 455 SEFE 456

Graduate:

Field Experience	Who Collects Clearances?	ELEC-Reading	SPED	Secondary/ Middle	Counseling
Stage 3	Course Instructor			SEFE 677	
Stage 4	Course Instructor		SPED 754	SEFE 701	
Other	Course Instructor	Clearances are due no later than one (1)	Clearances are due no later than one (1)		Field

		week prior to deadline for course registration for each programs practicum/field experience	week prior to deadline for course registration for SPED 648		
Other	Assistant to the Dean			Student Teaching	

Clearances are **mandatory** for all field experiences and student teaching -- if students renew their clearances every year after their first field experience, they should then have their clearances in time to enter the schools for the next stage of experiences.

Clearances must be less than 1 year old at the start of the experience (and for some placements, they may not be more than 1-year-old during the entire experience---see course instructor for details)

Clearances **MUST** be submitted to the College of Education via our secure electronic server or physically on file at SRU prior to entering the schools (see course instructor for details)

Clearances with Infractions: Teacher Education candidates with any type of record, on any clearances, will require a meeting with the COE Dean, Assistant to the Dean, and Chairperson of your department.

Procedures for Securing Clearances as of September 2018 (again, latest PDE procedures found at: <http://keepkidssafe.pa.gov/resources/clearances/index.htm>):

Child Abuse History Certification Online Application

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

1. If registering for the first time, choose *Create Individual Account* and proceed to step 2. Otherwise, choose *Individual Login to Access your Clearances* and *Create a Clearance Application*. Proceed to Step 6. (See FAQ at the top of website if "having trouble logging in")
2. Read the directions on the next page, and then click *Next*.
3. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click *Finish* after completing all fields.
4. You will be provided with a temporary password at the email address provided.
5. When you receive the email go back to the initial webpage and chose *Login* and if entering for the first time you will be prompted to change your password. (It is important that you write down your username and password for future access!)

6. There will be a series of pages to fill in but remember to select **School Employee Not Governed by Public School Code** for the purpose of the clearance (*Do not choose VOLUNTEERS Only version*)
7. When asked about the Certificate Delivery Method, remember to answer *Yes*, you would like to have a paper copy sent to your home or mailing address.
8. You must pay for the clearance online (\$8; cost will increase to \$13 effective July 1, 2018) using either a debit or credit card and then sign electronically.
9. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

Criminal Record Check-PA State Police

<https://epatch.state.pa.us>

1. Have a credit card ready.
2. Click on *Submit a New Record Check* (*Do not choose VOLUNTEERS Only version*)
3. Select *Individual Request*
4. Reason for Request - choose *Other*.
5. Accurately complete the information requested and click *Next*.
6. Verify, then click on *Proceed*.
7. Enter your personal information again and click *Enter the Request*.
8. Click on *Finished*.
9. Click *Submit* on the Review page
10. Enter your credit card information (\$22) and click *Next*.
11. Click on the hyperlink for the control number.
12. **Very Important:** Write down the Control Number and the date it was processed.
13. Click on *Certification Form*.
14. Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

FBI Background Fingerprinting Check

<https://uenroll.identogo.com/>

1. Enter your Service Code to get started: **1KG6RT**, click **GO** (**all teacher education students use this same code to be fingerprinted for PDE**)
2. Click **Schedule or Manage Appointment** and complete all *Essential Info* then click **Next**
3. Complete all *Additional Info* for **Agency Identifiers** then click **Next** (**create a security question and answer, write this down for future reference**)
4. Complete all *Citizenship* information then click **Next**
5. Complete all *Personal Questions* information then click **Next** (you do not have an authorization code)
6. Complete all *Personal Information* then click **Next**
7. Complete all *Address* information then click **Next**
8. Choose the Identification *Document* you will bring to your enrollment then click **Next**

9. Search for an *Enrollment Center for Location* to be fingerprinted then click **Next**
10. *Select Date and Select Time* for fingerprinting appointment then click **Next** (scheduled appointments take priority over Walk-Ins)
11. Print the enrollment screen (you will also receive an email from Identogo confirming appointment)
12. Hit **Submit**
13. You will be prompted to **confirm appointment**. Your payment of \$22.60 will be made at the Identogo Center via Credit Card, Business Check or Money Order.
14. You will receive an email from PASafeCheck (status@dev.PASafeCheck.identogo.com) within 72 hours with a link to access your Unofficial Copy called the Civil Applicant Response. **IT IS IMPORTANT THAT YOU ARE AT A COMPUTER WHERE YOU CAN PRINT AND SAVE THE UNOFFICIAL COPY AS THIS WILL BE A ONE-TIME ACCESS ONLY LINK!**

Submit clearances through Clearance Portal, Kiteworks, on MySRU

Clearance procedures can be found under Phase I on the "Four Phases of Teacher Education" page on sru.edu, or through the link below.

<https://www.sru.edu/documents/academics/colleges/COE/Clearance%20Procedures%20for%20Students%20Modified%20September%202021.pdf?1632431341424>