

# BRYN ATHYN COLLEGE

Education Department – Office of Field Placement

## Clearances: Instructions & Helpful Tips

### ACT 114 FBI Federal Criminal History (Fingerprinting - CHRI) - cost: \$25.25

1. Apply online by going to the Identogo website. Register for fingerprinting, manage your appointment, and view fingerprinting locations at <https://uenroll.identogo.com/>
2. Enter Service Code: **1KG6RT** (“PA PDE-Colleges/Universities Teacher Education Program”) page.
3. Select “Schedule or Manage Appointment” and complete registration.
4. Print your receipt with your **UE ID**.
5. Visit an official “Identogo Enrollment Center” for fingerprinting (nearest locations found on the link in Step 1). Payment must be made online at the time of registration (credit or debit card only; no cash or checks). Keep your **UE ID** - a series of letters and numbers. You’ll need it for districts or agencies needing the results. **Submit this while you wait.**
6. You will **receive an email** with a **one-time access link** to your results; once you’ve accessed it, the link will no longer be valid. **OPEN only when you are ready to download/print/save on your laptop.**

For more detailed directions from PDE:

<https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/Applicant-Procedures.aspx>

### ACT 34 PA State Criminal Record Check (PATCH) - cost: \$22 (for Senior Year) or \$0 free (for Volunteers/for Junior Year)

1. Visit: <https://epatch.state.pa.us>
  2. Select “**Submit a New Record Check**”
- IF entering your JUNIOR year, you can choose “**Volunteer**” (**free**) as your reason for request.  
IF entering your SENIOR year, *choose* the Standard Request and pay for it (credit or debit card may be required); covers you for the possibility of substituting and other paid employment positions at a school

3. Complete the online application and submit payment (if applicable).

4. **Print or save your results immediately** (official document with state seal).

On-line response is typically instantaneous. They no longer mailing out results.

**\*\*FOR OUT OF STATE RESIDENTS:** First obtain your Federal/FBI clearance (see above). Then go ahead and go through the steps for obtaining the PA State Police Criminal Record Check. For technical help, contact PATCH Helpdesk (1-888-783-7972) For more detailed directions from PDE:

<https://www.psp.pa.gov/pages/criminal-history-background-check.aspx>

### ACT 151 PA Child Abuse History Clearance - cost: \$13

1. Apply online at <https://www.compass.state.pa.us/cwis/public/home>
2. Create an individual account (**save your username and password!**)
3. Select: Reason - “**Employee governed by the public school code**” and Purpose - “**School.**”
3. While your results may be available immediately, do check your account daily for results (may take up to 2 weeks). Call the Office of Children Youth and Families at 717.783.6211 if problems arise.
4. Once it’s available, you should be able to save it AND print it off the website. \*If you happen to lose the copy, you can log onto your account and reprint for up to 6 months following the date of application. For more detailed directions from PDE:

<https://www.education.pa.gov/Educators/Clearances/DHS/Pages/default.aspx>

**ACT 24 Arrest/Conviction Report & Certification Form** - cost: \$0 (FREE)

Complete and submit this form: <https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>

**TB Test** – Cost varies; options for obtaining this also varies.

**Important:** Be sure to leave the healthcare facility with official documentation of your TB test results.

This documentation must include:

- Date the test was administered
- Date the test was read (48–72 hours later)
- Test results
- Authorized signature on official letterhead or script note

**Options for obtaining a TB test:**

- **BAC Health Center:** For a nominal fee, the health center staff/school nurse can administer and read your TB test. For the most up-to-date information, please contact Mrs. Shawne Hughes.
- **Private Healthcare Providers / Express Facilities** (e.g., Urgent Care Centers, CVS Minute Clinic): Schedule an appointment for the test and return within 48–72 hours for the reading. Costs vary (e.g., CVS Minute Clinic: approximately \$35 for the test and \$30 for the reading).

**Note:** Some school districts (e.g., Abington School District) require TB test results dated within the past 3 months. If this applies to you, please consult with Dr. Wong regarding your testing timeline.

**New for 2025- 26: ACT 31 Mandatory Child Abuse Reporting Course** - Free

- Complete online course – <https://www.reportabusepa.pitt.edu/>
- Save and print your certificate of completion.

**Important Tips**

1. Save Everything
  - Download and save PDFs (preferred) or screenshots of all documents
  - Keep files accessible (e.g., desktop or secure folder)
  - Submit documents to your Teams folder as directed
2. Maintain Original Copies
  - You are responsible for keeping all original clearances
  - Schools will typically require copies, not originals

**Final Notes**

- Clearances must be less than one year old when entering a school
- **All clearances must be updated annually**
- Delays in obtaining or submitting clearances *may delay* your placement process