

## Step-by-Step Instructions to Apply for Clearances

### 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!**
15. Bring the printed Unofficial Copy to the clearance submission station.

Please note that the Office of Candidate Services does not yet have equipment to fingerprint with the new Commonwealth supplier, Idemia/IdentoGO. However, a new IdentoGO site is open in West Chester at 814 Paoli Pike as of Nov. 29, 2017 (Five Points Insurance building). Please use the [link](#) above to enroll.

### TB Testing

- TB Test must be within 3 months prior to the first field class. (The first field class for a program, not the first field class for the academic year or semester.) If you currently have a TB test that is less than a year from the given date (do not retest within one calendar year), please contact the Office of Candidate Services at 610-436-2999.
- EGP Majors ONLY: Repeat TB test every 2 years
- All Others: No retest is needed until applying for student teaching except in rare cases

**To check on a clearance request, if there is a delay:**

CWIS Support Center: **1-877-343-0494** (PA Child Abuse)

PATCH Helpdesk: **1-888-783-7972** (PA Criminal Record Check)

IdentoGo/Idemia: **1-855-845-7434** (FBI Fingerprinting)

***Bring all original clearance documents to a submission station and then file the electronic and paper copies in a place where you can easily find them. Your original clearances should be readily accessible should a school or other field placement request to see the originals.***