Federal and State Criminal Clearances

* Save all your Login names/passcodes

According to the Pennsylvania Department of Education (PDE), anyone working with or observing children in public and private schools, IUUs, and vocational-technical schools are required to provide proof of the following clearances:

- Federal Criminal History Record (Act 114)
- Pennsylvania State Criminal Record Check (Act 34)
- Pennsylvania Child Abuse History Clearance (Act 114)

Clearances must be turned in to our Education Office by the end of the add/drop period in the term of registration. Clearances must be renewed yearly. Furthermore, if there is a criminal infraction on any of these clearances, school placement for the school is unlikely, which will require the student to withdraw from the class. Decisions about permitting students to observe or do other tasks in a school are made by the school district and the principal. York College of Pennsylvania’s Department of Education cannot guarantee that a person with entries in their criminal record will be permitted to do field assignments in a school. While State law bars certain offenders from schools, districts often impose more extreme requirements. Students who have entries in their records should consult the Coordinator of Field Experience on whether a placement will be likely.

Each pre-service teacher working in a school must obtain:

- **Federal Criminal History Record**
  - Fee: $23.85 - Applicant must register online or by phone, and then visit a fingerprinting facility
- **Pennsylvania State Criminal Record Check**
  - Fee: $22.00 - Applicant can apply online, or via postal mail (form available below)
- **Pennsylvania Child Abuse Clearance**
  - Fee: $13.00 - Applicant must apply via postal mail (form available below)

Plan to obtain your clearances at least 2 months prior to needing them for field experiences. You should always retain the original clearances and provide copies to York College of Pennsylvania and any school in which you are working.

**Federal Criminal Record Check**

Fee: $23.85
- Applicants must get fingerprinted for an FBI background check.
- Applicants should register online with Identogo Systems prior to going to the fingerprinting center. Payment is made online at the time of registration by credit or debit card. **No cash or personal checks are accepted. Please record your UE ID registration number** -
it is a series of letters and numbers - you will need to provide this number to any school
district, institution, or agency needing the results of your federal background check.

• Pre-enrollment can be completed online or over the phone. The registration website is
available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic
registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.
  o When registering on-line, an applicant must use the appropriate agency (PDE) and
specific Service Code: (1KG6RT) to ensure they are processed for the correct agency
and/or applicant type.
  a) SERVICE CODE: 1KG6RT (Purpose: Universities/Colleges)
  b) Select: “Schedule or Manage Appointment”

• The applicant then reports to one of the approved fingerprint centers which will be
provided upon registration: York Learning Center is closest to us (300 E. 7th Ave.).
• The fingerprints are scanned; the entire fingerprint capture process takes approximately
10 minutes.
• The prints are then electronically transmitted to the PA State Police, who then submits
the fingerprints and demographic information to the FBI as required by federal statute.
• Pennsylvania Department of Education will receive the Federal Criminal History Report
from the FBI. You will receive an unofficial copy by mail.
• After you have been fingerprinted, you should provide any school district, institution, or
agency which needs access to the results of your federal clearance with your registration
number. They will access a secure database at PDE to view your results using their institution's
username and password. They may not provide you with copies of this information. They
should be able to access your clearance information within a week of fingerprint processing.
• If you have a question or an issue with your federal clearance, call 717.783.3750 or
email the Pennsylvania Department of Education at dwolfgang@state.pa.us. Neither Identogo
Systems nor the School of Education can provide the status or results of your report to you.

Further details regarding fingerprinting can be found on the Identogo web site or
the Pennsylvania Department of Education web site

The Pennsylvania Criminal Record Check

Fee: $22.00

ONLINE APPLICATION FOR PENNSYLVANIA RESIDENTS:
• This clearance may be obtained on-line if the applicant has a credit or debit card
at https://epatch.state.pa.us/
• SELECT: “New Record Check”--- not VOLUNTEER.
The on-line response is virtually instantaneous. The applicant prints the report from their computer. The mailed request can take up to 4 to 5 weeks for processing and will be mailed directly to the applicant.

- Select: “Individual Request” And the reason for request: EMPLOYMENT
- Print your certificate when it appears on screen and save it for your files.

APPLICATION FOR OUT OF STATE RESIDENTS or PA RESIDENTS WHO CHOOSE TO APPLY BY MAIL:
- First obtain your Federal/FBI clearance (see above).
- Download, fill-out, sign, and mail in the Request for Criminal Record Check form along with your non-refundable fee.

Pennsylvania Child Abuse Clearance Check

https://www.compass.state.pa.us/cwis/public/home

Fee: $13.00

ONLINE APPLICATION:
- Create an “Individual Account” and apply online.
  - Create a "Keystone ID Account."
- When filling out the form, use your current address, and the check the "School Employee Governed by Public School Code" option under "Purpose of Clearance".
- Your results may be available immediately. If not, you can log in at a later time to view the status of your results. The process can take up to 4 to 5 weeks for processing, and you will be mailed a copy of your results. You may call the Office of Children Youth and Families at 717.783.6211 or 717.783.6211 if problems arise.