## CLEARANCE REQUIREMENTS

### Education Department
Saint Vincent College

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>CRIMINAL RECORD: (Must be completed yearly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT: Immediately upon your acceptance to the teacher certification program, you must obtain the following clearances! Not receiving your clearance can affect your ability to register, as well as take part in student teaching. Please complete the following immediately!</td>
<td>Directions to get your clearance:</td>
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<tr>
<td>□ Criminal Record</td>
<td>► Go to the Pennsylvania Access To Criminal History website: <a href="http://epatch.state.pa.us/Home.jsp">http://epatch.state.pa.us/Home.jsp</a></td>
</tr>
<tr>
<td>□ Child Abuse</td>
<td>► Click on “Submit a New Record Check”</td>
</tr>
<tr>
<td>□ TB Test</td>
<td>► Follow the instructions and click submit (it takes a few minutes to process)</td>
</tr>
<tr>
<td>□ FBI Fingerprinting</td>
<td>► Print out the “Certification Form”</td>
</tr>
<tr>
<td></td>
<td>► Cost will be $10.00</td>
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<td></td>
<td>You may download and print this form (you will need to include a $10.00 MONEY ORDER), or complete the form online utilizing the PATCH System (please be aware that if you process online you will need to have a credit card ready).</td>
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### CHILD ABUSE: (Must be completed yearly)

Directions to get your clearance:
► Go to the Department of Public Welfare home page: http://www.dpw.state.pa.us/
► Click on “Publications, Forms, and Reports” on the left hand side
► Click on “Forms and Applications”
► Click on “Child Abuse History Clearance Form”
► Download form “Pennsylvania Child Abuse History Clearance Form (CY-113)” and complete
► Cost will be $10.00 and must be a MONEY ORDER
► Mail to the address listed on form, this process may take 4-6 weeks (sometimes longer) so be sure that your results will be received in time for the fall semester (July 1 at the latest)

### TUBERCULOSIS TESTING - TB TEST: (This test is good for two years, but subject to additional testing may be required)

Directions to get your clearance:
Make an appointment with the Saint Vincent College Wellness Center by calling 724-805-2115. Testing can be done on Mon/Tue/Wed, as you must return two days later to be checked. The fee for the TB test will be $10.00.

### FBI FINGERPRINTING: (only required once)

Directions to get your clearance:
Applicants must register prior to going to a fingerprint site. Registration can be completed either on the phone or online.

▲ **Online Registration:** Go to the Fingerprint Services for Pennsylvania home page: http://www.pa.cogentid.com/ (available 24 hours a day, seven days per week)
► Click on “Pennsylvania Department of Education” http://www.pa.cogentid.com/PDE_Main.html
► Click on “Register Online”
► Complete the online form and print out the completed registration with your confirmation number on it.

▲ **Telephone Registration:** Call 1-888-439-2486, Monday through Friday, 8:00 a.m. to 6:00 p.m. EST.
► You will receive a confirmation number.
► Take your confirmation number to the nearest fingerprinting location. The fee for the FBI clearance is $36 and can be made online with a credit card or by bringing a Money Order/Cashiers Check payable to Cogent Systems to the fingerprinting site. No cash or personal checks will be accepted.

- You have an option to pay $2.50 for receipt on site or return to website after fingerprinting completed and fill-in requested information to pull up paper receipt.
▲Fingerprinting Locations:

**Adelphoi Village**
354 Main Street
Latrobe, PA 15650
*Hours of Operation*
Monday 1:00pm-3:00pm
Tuesday, Wednesday & Thursday 8:00am-11:30am and 1:00pm-3:00pm
Friday 8:00am-11:30am

**Greensburg UPS Store**
645 E. Pittsburgh Street
Greensburg, PA 15601
724-850-6245
*Hours of Operation:*
Mon-Friday 12:00-4:30pm & 6:00-7:00pm
Saturday 11:00am-2:00pm

**Monroeville UPS Store**
322 Mall Blvd.
Monroeville, PA 15146
412-856-9818
*Hours of Operation:*
Mon-Fri 10:00am to 2:00pm
Mon/Tue/Fri (Evenings 4:00-6:30pm)
No Evening Fingerprinting Weds or Thurs
Saturday 10:00am to 3:00pm

**Intermediate Unit 1**
One Intermediate Unit Drive
Coal Center, PA 15423-9642
Phone: (724) 938-3241
*Hours of Operation:*
Mon-Fri 9:00-Noon & 12:30-2:00pm
The IU1 Fingerprinting Center will be located on the first floor, in the IMS Department.

**University of Pittsburgh at Johnstown**
450 School House Road
115 Biddle Hall
Johnstown, PA 15904
814-269-7020
*Hours of Operation:*
Hours vary, see this months hours at [http://www.upj.pitt.edu/6649/](http://www.upj.pitt.edu/6649/)

You are not required to have your fingerprints done at one of these sites, you can complete this step at any fingerprinting site near you!