Clearance Information Sheet

Because you will be working with children, pre-service teachers must obtain their Pennsylvania Criminal Record Check (Act 34), Pennsylvania Child Abuse History Clearance (Act 151), Federal Criminal History Background Check (Act 114), as well as a TB Screening Test. Students should have the clearances sent to their permanent address and should keep the originals for their records. The following information is provided to help facilitate the necessary documentation needed to enter the University of Pittsburgh ~ Greensburg Campus Education Program. Please read this instruction sheet carefully.

Checklist of Necessary Documentation

- Pennsylvania Child Abuse History Clearance (Act 151)
- Pennsylvania Criminal Record Check (Act 34)
- Federal Criminal History Background Check (Act 114), includes fingerprinting
- TB Test

Child Abuse (Act 33)

You will need a debit/credit card to complete this clearance. Cost: $8.00
Effective 1/5/2015, you are able to apply for your child abuse clearance on line. This clearance can be completed on line by accessing the Childline website at:

https://www.compass.state.pa.us/CWIS

To start this process, you will need to set up an account. Upon submission, you will receive a temporary password in the email that you provided. Log into the website using the username and password, reset your password. Start your online clearance application.

After completion of the application, please print the results for submission. Store your username and password for future reference to the site.

Criminal Record (Act 34)

You will need a debit/credit card to complete this clearance. Cost: $8.00
This clearance can be completed on line by accessing the Pennsylvania Access to Criminal History website at:

https://epatch.state.pa.us/Home.jsp

Click on, Submit a New Record Check

Complete and submit your request for clearance. This process takes less than five minutes. After completion, you will be able to view and print your clearance results. Download your results.

FBI Clearance (Act 114)

You will need a debit/credit card to complete this clearance. Cost: $24.25

https://www.pa.cogentid.com/index.htm

In the middle of the screen, you will see six different boxes listing all the agencies that utilize pa.cogentid. You MUST pick Pennsylvania Department of Education (PDE). Double click PDE’s box.

Under the registration column, click on Register on Line.

Complete the on line registration. After completion, print out receipt. You will need to take the receipt and go to a Cogent Fingerprinting Location for the fingerprinting process. (Locations can be found on the same site, search Fingerprinting Locations and Hours).