Pitt-Greensburg Undergraduate Clearances Information

The PA Child Abuse History (ACT 33), PA Criminal Record Check (ACT 34), and the FBI Fingerprint Criminal History (ACT 73) clearances are required prior to clinical. While these clearances are required for all clinical settings, please note that the PA Sexual Misconduct/Abuse Disclosure Release (ACT 168) clearance is required for Community Health clinical placement.

Some facilities may still require yearly renewal of all clearances. Many community health settings require current clearances, and hence require annual renewal of the clearances. Students are responsible for any costs incurred to obtain these clearances.

Traditional BSN students must submit ACTS 33, 34, and 73 clearances prior to the start of the sophomore year and ACTS 33, 34, 73, and 168 clearances prior to the start of senior year. **These clearances must be submitted for the upcoming academic year by July 1.**

Please note the following information:

- **ACT 33**: Pennsylvania Child Abuse History Clearance application is processed online at: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home). It is recommended that you apply as: *Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization.*

- **ACT 34**: Pennsylvania Criminal Record Check is processed online at: [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp). A link to the results comes back immediately (in most cases). Click on the case number link to obtain the certificate. Save it to your computer and print a copy.

- **ACT 73**: FBI Fingerprint Criminal History is processed online at: [http://www.pa.cogentid.com](http://www.pa.cogentid.com). It is recommended that you do this before you leave for the summer. Register online first, then go to a Cogent Fingerprint Center and have your fingerprints scanned. **Apply through the Department of Human Services only (some sites call it The Department of Welfare); do not apply through the Department of Education.** Your results will be sent to the mailing address listed on the application, so be sure to use a non-campus mailing address. Please be aware that results on the Act 73 application can take up to 12 weeks to come back.

- **ACT 168**: Pennsylvania Sexual Misconduct/Abuse Disclosure Release is to be completed prior to the start of senior year. The ACT 168 form is available [here](https://www.compass.state.pa.us/cwis/public/home). Fill out section 1 of the form then sign and date. Section 2 will be completed by the School of Nursing.

Copies of these clearances should be uploaded to [Project Concert](https://www.compass.state.pa.us/cwis/public/home) by the program's clearances due date.