CLEARANCES FOR TEACHER EDUCATION PROGRAM

Students enrolled in Education courses at Pitt-Bradford must apply for the following required clearances: PA Child Abuse Clearance, PA State Police Criminal Record Check, and the FBI Federal Criminal History Record. The Pennsylvania clearances are good for one year from the date of issue and must be kept current throughout enrollment in the Education program and up to the time of applying for certification. The FBI clearance does not need to be renewed until the student is applying for employment in a school.

When clearances are received, originals must be retained so they are available when requested. Photocopies must be submitted to Jody Randolph, Placement and Certification Coordinator, 152 Swarts Hall.

PA Child Abuse Clearance Form is available at http://www.dpw.state.pa.us/servicesprograms/childwelfare/003671038.htm

PA State Police Clearance Form is available at http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2

There is a $10 fee (certified check or money order) that must be submitted with the applications for the above clearances. If you have a credit card, it is possible to apply for the PA State Police Clearance on-line and you will be able to print the result immediately.

To obtain the FBI clearance you must first register for the fingerprint service at this Web site http://www.pa.cogentid.com/ or by calling 1-888-439-2486. There is a $36 fee using a credit card. If you cannot pay electronically, a money order or certified check made payable to Cogent Systems will be accepted at the fingerprint site. The closest site to Bradford is the Intermediate Unit 9 in Smethport, PA. For a complete listing of sites, refer to the map found at this web link. http://www.pa.cogentid.com/PA_terr_map/PA_terr_map.html

Once the fingerprints are scanned, they are electronically submitted to the PA State Police who in turn submits the fingerprints and demographic information to the FBI. The FBI will send the history record to the Pennsylvania Department of Education who then provides the report online to approved entities only via a secure Web site. Applicants can receive a copy of their report by indicating their desire to do so at the site where they are fingerprinted. The report will cost an additional $2. This is the only opportunity for the applicant to request a paper copy of their Criminal History Record Information.

If you do not request a paper copy of your report, you will need to provide the Education Program with the Transaction Control Number that you will be given at the fingerprinting site.

If you have any questions regarding the procedures, please contact Jody Randolph at jar1@pitt.edu or 814-362-5056.