

**You must provide the Education Dept. with a current photocopy of each of the items below.**

- **Please submit these copies to Mr. Hipple in MH 9B or mhipple@albright.edu.**
- ***Keep the originals accessible for your use during the school year.***

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| ➤ Student PSEA Membership<br>Cost: 1-year \$30, 2-year \$53, 3-year \$73                                 | Apply for and keep current for all field experiences, including student teaching |
| ➤ ACT 34 -PA CRIMINAL HISTORY CLEARANCE<br>Cost: \$8.00; can be obtained and received online             | Apply for and renew yearly each July   |
| ➤ ACT 114 -FEDERAL CRIMINAL HISTORY RECORD<br>Cost: \$27.00; follow registration instructions on website | Apply for when admitted and renew the semester before student teaching           |
| ➤ ACT 151 -PA CHILD ABUSE CLEARANCE<br>Cost: \$8.00; can be obtained and received online                 | Apply for and renew yearly each July   |

\*Additional requirements may exist for specific school districts. You will be notified in these cases.

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#### STUDENT PSEA

Go to <http://www.psea.org/students.aspx?id=154>

Membership will provide you with liability insurance when you are in the field. You may subscribe yearly or save money by paying for a multiple year membership. These membership dues can be applied to PSEA dues when you become a teacher. Once you pay for a membership, you will be emailed a member card. Please forward this email to Mr. Hipple or print and submit a photocopy.

#### ACT 34 -PA CRIMINAL HISTORY CLEARANCE

Go to <https://epatch.state.pa.us/Home.jsp>

There is a \$8.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card. Customers will be charged for misspelling, duplicate submissions and other user errors. All customers must have a valid email address in order to receive vital information from the PATCH administrators.

*It is the responsibility of users to obtain the assigned control number at the time requests are submitted.* Immediately after submission of the requests one of the following statuses will be assigned to the request:

- **No Record:** If this status is assigned to the request it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on

“Certification Form”, a certified no record form will be displayed in PDF format. *Print a copy for your records and one for the Education Department.*

- Request Under Review: If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request.
- Record: Indicates the person has a record and a record response has been mailed to the address provided.

## **ACT 114— FEDERAL CRIMINAL HISTORY RECORD**

Fingerprint Services Provided by Cogent Systems

1. Go to <http://www.pa.cogentid.com/index.htm>
2. Click on the PA Department of Education box
3. Read the “Registration Procedures”
4. Register online with a credit card
5. Choose “School Districts” as the reason for fingerprinting
6. After registration, proceed to a fingerprint location with registration and photo ID

### *BERKS COUNTY FINGERPRINT SITES*

Berks County Intermediate Unit 1111 Commons Boulevard, Reading, PA 19605  
Phone Number: 610-987-8433 Hours: Mon. – Fri. 9 am – 3:30 pm  
Saturday-Sunday: Closed

Mail N Ship 4 U 99 Commerce Drive, Wyomissing, PA 19610  
Phone 610-376-3805

The Cogent Website lists fingerprinting sites in other counties.

7. Submit a copy of your registration with a PAE number to Mr. Hipple.
8. Then once you receive the clearance result in the mail, submit a copy to Mr. Hipple.

## **ACT 151—PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

Go to: <https://www.compass.state.pa.us/cwis/Public/Home>

You will be asked to create a new account in the Child Welfare Portal. Remember your username and password for future use.

Before you start, you should have the following information readily available to help you complete your application:

- All addresses where you have previously lived
- Names of all individuals with whom you have lived, including parents, guardians, siblings, spouses, roommates, etc.
- Any previous names you have used or have been known by
- Credit/debit card information for a \$8 application fee

Once your clearance has been processed, submit a copy to Mr. Hipple.