

## Education Department

### Requirements for Students in Certification Programs\*

**You must provide the Education Dept. with a current photocopy of each of the items below.**  
**Please submit these copies to Mr. Hipple in Office 9B or at [mhipple@albright.edu](mailto:mhipple@albright.edu).**  
*Keep the originals accessible for your use during the school year.*

- Student PSEA Membership  
Cost: 1-year \$30, 2-year \$53, 3-year \$73, 4-year \$90  
Apply for and keep current for all field experiences, including Student teaching
- ACT 34 -PA CRIMINAL HISTORY CLEARANCE  
Cost: \$22.00; can be obtained and received online  
Apply for and renew every JULY
- ACT 151 -PA CHILD ABUSE CLEARANCE  
Cost: \$8.00; can be obtained and received online  
Apply for and renew every JULY
- ACT 114 -FEDERAL CRIMINAL HISTORY RECORD  
Cost: \$22.80; follow registration instructions on website  
Apply for when admitted and renew the semester before student teaching
- TB TUBERCULIN PPD TEST (ST8)  
Cost: varies – minimal charge  
Get tested the semester before student teaching

\*Additional requirements may exist for specific school districts.

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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. This is **REQUIRED**. 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 e-mailed a member card. 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 \$22.00 non-refundable fee for each request, regardless of outcome. Payment is accepted with 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. Number begins with the LETTER R*

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 **IdentoGo**

1. Go to <http://uenroll.identogo.com>
2. Service code requested.....enter **1KG6XN**
3. Schedule an appointment
4. Register online using the choice of Name/Method of Contact
5. 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

6. Once you receive the clearance result, 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.

**TB TUBERCULIN SKIN TEST**

Also called a TB skin test, PPD test, or Mantoux test. TB tests can be obtained privately by your physician or on campus at Health Services/Gable Health Center.