

Clearances/Background Checks Required for the TEP Program

The Pennsylvania Department of Education (PDE) requires that you submit reports from 3 background/criminal records checks in order for you to participate in summer fieldwork and fall-spring student teaching. The TEP program must have reports from all 3 clearances by *July 5, 2017* in order for you to participate in your fieldwork. Failure to provide these will result in your inability to begin your summer fieldwork or student teaching in the fall. Many of you already have clearances from your work with various organizations, e.g., City Year, Breakthrough, etc. You do need to obtain new ones in order to begin this program. Please keep the originals of all records, as you will need them when you apply for teaching jobs.

1. PA Department of Public Welfare Child Abuse History Clearance (Act 151):
[http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Act-151-\(Child-Abuse\)-Background-Checks.aspx#tab-1](http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Act-151-(Child-Abuse)-Background-Checks.aspx#tab-1)
This document is now available online through the Department of Human Services website, on <https://www.compass.state.pa.us/cwis/public/home>
2. Pennsylvania State Criminal History Record (Act 34)
<http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Act-34-Background-Checks.aspx#tab-1>
This is simple and easily obtained online using the PATCH system. It costs \$10 (using a debit/credit card). Remember to print out the record and bring it to the TEP office by July 5th.
3. Federal (FBI) Criminal History Background Check (Act 114):
<http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1>
You apply/pay for this online, but you must be *physically present* in Pennsylvania in order to get your fingerprints scanned. When you register, please check off the box authorizing us to access your “rap sheet” (the actual criminal history record). Then, 24 hours after you get your fingerprints scanned, I can access your “rap sheet” online if you provide me with your registration ID (a lengthy number that usually begins with PAE and contains 9-10 numbers and letters). Be sure to apply through the Department of Education portal (first box on the left).

The nearest site for fingerprint scanning is the UPS store #2473, 3720 Spruce Street on the Penn campus. This store is open 10 am to 4 pm: https://www.pa.cogentid.com/index_pdeNew.htm

You must also submit a test report from a recent (within 1 year) TB test confirming that you do not have TB. You may obtain this from your personal physician or any urgent care office.

We must have all 3 clearances and TB test report by *July 5, 2017* in order for you to begin your summer fieldwork and fall-spring student teaching. This is Pennsylvania law. You may bring or send the reports (scanned/emailed is fine) to Maureen Cotterill or Pat Friess on the 4th floor, GSE building.

Please email Maureen at Maureenc@gse.upenn.edu with any questions.