

Application Packet Required Clearances Instruction Sheet – page 1  
Teacher Education Program in Music Education

Pennsylvania laws require all employees of public and private schools to acquire child abuse history clearance (Act 33/151), criminal history clearance (Act 34), and FBI clearance prior to employment. Many school districts require volunteers and others working directly with children to have these clearances. Accordingly, the School of Music requires all music education students enrolled in a field experience course (course work that requires you to either observe or teach in a public school classroom) to have the Act 33/151, Act 34, and FBI clearances. **These clearances are valid for one year from date of issuance to applicant.**

Only photocopies of all clearances and verifications will be accepted. **KEEP ALL ORIGINALS IN A SAFE PLACE!**

**Act 33/ 151: “PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE”**

- Application forms can be downloaded at: [www.dpw.state.pa.us](http://www.dpw.state.pa.us)
  - See Publications, Forms, & Reports, then Forms and Applications;
  - Indicate SCHOOL as the “Purpose of Clearance”
- **OR this form can be picked up from Lisa Stamm in 233 Music Building I**
- For mailed form, ten dollar (\$10) payment must be made with certified check or money order **(keep your receipt as evidence!)**
- For mailed form, allow 6-10 weeks for processing
- **This clearance takes a great amount of time to process; DO NOT DELAY!**
- To check on the status of a request for the Pennsylvania Child Abuse History Clearance call 717-783-6211.

**Act 34: “REQUEST FOR CRIMINAL RECORD CHECK”**

- Application can be submitted online with a credit card at: <https://epatch.state.pa.us/>; **THIS IS THE RECOMMENDED PROCEDURE FOR APPLYING!** History record (if clear) comes up on screen immediately; print it out as your evidence.
- **OR** application forms can be downloaded at: [www.psp.state.pa.us](http://www.psp.state.pa.us)
  - See Documents, Brochures & Forms, then PSP Forms Available for Public;
  - Indicate EMPLOYMENT as the “Reason for Request”
- For mailed form, allow 8-10 weeks for processing and mailing times.
- For mailed form, ten dollar (\$10) payment must be made with certified check or money order **(keep your receipt as evidence!)**
- **Personal checks *are not* accepted by the Pennsylvania Department of Education.**
- To check on the status of a request for a Pennsylvania State Police Request for Criminal Record Check call 717-783-9973.

**FBI CLEARANCE: (new as of Fall 2007 – All students must obtain FBI Fingerprint clearance)**

- At this time, students must be fingerprinted at one of the specified locations in the state of Pennsylvania. Details on the FBI clearance process are available at: <http://www.pa.cogentid.com>
- The fingerprint-based background check is a multiple-step process. Additional information on this clearance is also available at the website listed above.
- **This clearance takes a great amount of time to process; DO NOT DELAY!!**
- Please allow 10-12 weeks for processing and mailing times.
- A Cogent fingerprinting site located at **University Park** with PSU Police Services in the lower level of the Eisenhower Parking Garage will be open to scan fingerprints throughout the year at the following times: **Sunday from 3:00-8:30 PM; Mon-Thurs from 1:00-7:30 PM.**

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**FBI CLEARANCE: continued**

- The applicant **must register prior** to going to any authorized Cogent Systems fingerprint site located only in Pennsylvania. “Walk-in” service without prior registration is **NOT** provided. **Online registration** is available 24 hours/day, seven days per week at: [www.pa.cogentid.com](http://www.pa.cogentid.com).
- The applicant must pay a \$40.00 fee for the service, and may make payment on-line using a *credit card or debit card*. Arrangements may be made to use money orders or cashier’s checks payable to Cogent Systems at designated sites for those applicants without the means to pay electronically. **NO cash transactions or personal checks will be accepted.**
- Locations and times of the sites may vary so applicants are encouraged to confirm details on the website.
- The applicant’s scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn will submit the fingerprints and demographic information to the FBI as required by federal statute.
- The Pennsylvania Department of Education (PDE) will receive the Federal Criminal History Record from the FBI. PDE’s School Services Unit will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5” X 11” paper with the Commonwealth Seal imbedded on the paper. **This document constitutes an official record.** If an applicant presents his/her Federal Criminal History Record, and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official Record.
- If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, they should call (717) 783-3750 or email PDE at [dwolfgang@state.ps.us](mailto:dwolfgang@state.ps.us).

After each form is processed and returned to you, submit a copy of each form with your Application Packet.