

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!**

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

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

- Application forms can be downloaded at: 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
 - See Documents, Brochures & Forms, and 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:

The Process

The fingerprint-based background check is a multiple-step process:

1. The applicant must register with Cogent Systems **prior** to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online. Registration is available online 24 hours/day, seven days per week at <http://www.pa.cogentid.com/>. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.

To insure a successful registration and avoid any data collection errors, please register yourself online.

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FBI CLEARANCE: continued

2. a) The applicant will pay a fee of \$36.00 for the fingerprint service. b) You must also check the box on the application form that requests a copy of the report be mailed to the address on your form and pay an additional \$2.00 fee to secure a copy of the FBI Criminal History Record. **IMPORTANT NOTE: You must check the box on the bottom portion of your application at the time of registration in order to request a copy of your report -- no reports can be requested after the registration has been completed.** Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.**
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. **REMEMBER!** You **MUST** have your fingerprints processed in the State of Pennsylvania!! The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to them.
4. The fingerprint transaction begins when the Applicant Livescan Operator (ALO) reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce acceptable identification.
5. At the fingerprint site the ALO will manage the fingerprint collection process.
6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
7. 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.
Do not contact Cogent Systems or the fingerprint site after your fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of their background check. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, he/she should call (717) 783-3750 or email PDE at [dewolfgang@state.pa.us](mailto:dwolfgang@state.pa.us).
8. All students will then provide **A COPY** of the FBI Criminal History Record to their field experience supervisor. Be sure to retain the **ORIGINAL** for your own records!

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time, the applicant must pay the full fee.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

ADDITIONAL SITE LOCATION (info added by CIFE Office on 2/8/08):

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.

SUNDAY from 2:00 PM to 5:00 PM

MONDAY through THURSDAY from 4:00 PM to 8:00 PM

(Not available on Friday or Saturday)

Fall 2009 Entrance to Major
BME in Music Education

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FBI CLEARANCE: continued

Inquiries or Questions:

All information regarding process, policy and print locations, along with a list of *Frequently Asked Questions*, may be found at www.pa.cogentid.com

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or dwolfgang@state.pa.us

FBI Clearance Information taken from www.pa.cogentid.com/
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