



Seton Hill University School of Education Clearance Requirements

All Education students will be required to obtain clearances. Not doing so will prevent you from completing coursework and possibly being dropped from a class.

PA Criminal History Record - Act 34

Cost \$22.00

- Go to the Pennsylvania Access to Criminal History website at:
<https://epatch.pa.gov/home>
- Click on **Submit a New Record Check**
- Follow the instructions, Purpose of Certification is Employment, and click **Submit** (takes a few minutes to process)
- Print out the **Certification Form**

Please be aware you will need a credit card if you are processing it online. You may also download and print the form and mail it in with a \$22.00 money order.

PA Child Abuse - Act 151

Cost \$13.00

Electronic Submission:

- Go to the Pennsylvania Child Welfare portal at:
<https://www.compass.state.pa.us/CWIS>
- Create an account and complete certification (**checking Purpose of Certification = School employee governed by the Public School Code.**)
- You can get immediate access to results or status if it cannot be processed immediately

FBI Fingerprinting - Act 114

Cost \$23.60

- Go to the Identogo website at <https://www.identogo.com>
- The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the Universal Enrollment system.
- Service Code – Education Majors ONLY = 1KG6RT

Reporting Arrest or Conviction Report – Act 24 (PDE-6004 form on page 3)

Cost \$0

- Complete the attached form



Tuberculosis Testing

- Make an appointment with the Seton Hill Wellness Center by calling 724-838-4234 or schedule with your family physician.

Mandated Reporter Training – Act 126 (Part I)

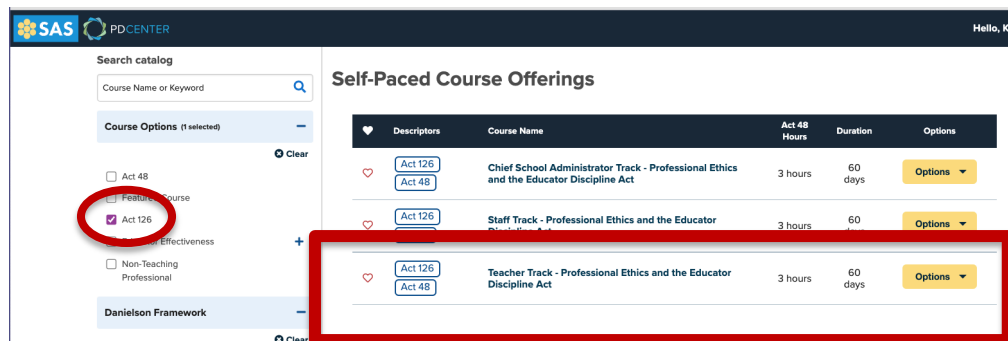
Cost \$0

- <https://www.reportabusepa.pitt.edu/>

Mandated Reporter Training – Act 126 (Part II)

Cost \$0

- <https://pdesas.org/> - Top righthand corner, click Login, then click Register
- <https://pdc.pdesas.org/Course/CourseCatalog> – see below



All forms must be submitted to Karen Morgan, Administrative Assistant, School of Education & Applied Social Sciences – St. Joseph Hall, Room G5. It is important to retain a copy of these clearances for your records. After they are turned into SHU, they cannot be returned to the student.

For questions, email kmorgan@setonhill.edu.

Renewal Cycle for Clearances

Act 34	PA Criminal History Record	Renew yearly
Act 151	PA Child Abuse	Renew yearly
Act 114	FBI Fingerprinting	Renew every 4 years
Act 24	Reporting Arrest/Conviction Report (PDE-6004)	Renew yearly
Act 126	Mandated Reporter Training I & II	Renew every 5 years
Tuberculosis Testing		Renew every 2 years



ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by
which you have
been identified: _____

Section 2. Arrest or Conviction

☐

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

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By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

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By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

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By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

PDE-6004 03/01/2016