

## Neumann University Education Department Security Clearance Procedures

The Pennsylvania Department of Education requires you to get updated security clearances done at the start of your education program, prior to student teaching, and when you begin your actual teaching job. Since you are beginning your education program here at Neumann, you must apply for these background checks. Additionally, once a year you must have a TB test done. This can be done by your family doctor, at a local clinic (CVS, Walgreens), or by the nurse at Neumann.

The required security clearances are:

- 1) PA State Police Criminal Record Check
- 2) Department of Public Welfare's (DPW) Child Abuse History Certification
- 3) FBI Fingerprinting
- 4) Tuberculosis Testing
- 5) Arrest/Conviction Report and Certification Form
- 6) Certificate: Recognizing & Reporting Child Abuse

***IMPORTANT: Please be sure to keep the originals of each of these documents. We will make copies and return the originals to you. You are responsible for keeping your own, personal copy of each required clearance. If you are asked to produce these, you MUST have them.***

1) For the Criminal Record Check, go to the link below and click on "Submit a New Record Check (requires a credit card)." The cost is \$10. You will get this clearance immediately through their online system. **IMPORTANT NOTE: You must print out a copy of the clearance and bring it to class. Keep a copy for your records also.**

This is the link:

<https://epatch.state.pa.us/Home.jsp>

**NOTE: Do NOT complete the Criminal Record Check through the mail. It will take too long. This must be done online.**

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2) For the Child Abuse History Certification, go to the following link:

<https://www.compass.state.pa.us/cwis/public/home>

Click on "Create a new account." Where it asks you to enter your Keystone ID, make up a User ID for yourself.

After you create your account, you will have to get your temporary password from your email account and use that to enter the account and create a new password. Ultimately, after creating your new password, logging in with it, and agreeing to the terms of the website, you will get to a page where it says "Create clearance application." Click on this

to begin the application. The cost is \$8.

When you get to the page that says “Application Purpose,” click on the button that says “Regular contact with child.”

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3) The fingerprinting is a two-step procedure. Go to the link provided below and click on Register Online. The cost is \$27.00.

**IMPORTANT NOTE: When completing the form, be sure to indicate that the reason you need this clearance is for COLLEGES/UNIVERSITIES.**

This is the link:

[https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

Once you have registered, **print out your receipt and bring it** to one of the fingerprinting sites. **When you are done getting fingerprinted, BRING A COPY OF THIS RECEIPT to the Education Office** (or write down your registration ID number and bring that to the Education Office), so that we are able to check your fingerprinting results.

**Fingerprinting hours vary. Be sure to call or check the COGENT website for the hours at the fingerprinting site before you go.** There are many places where you can go to be fingerprinted; the COGENT website has a list of all of the locations and hours. The following are a just few of the fingerprinting sites nearest to Neumann:

Delaware County Intermediate Unit (DCIU)

200 Yale Ave., Morton, PA 19070

[https://www.pa.cogentid.com/ohio/PA\\_Sites/IU25.htm](https://www.pa.cogentid.com/ohio/PA_Sites/IU25.htm)

Glen Mills Schools

185 Glen Mills Rd, Glen Mills, PA 19342

[https://www.pa.cogentid.com/ohio/PA\\_Sites/GlenMills\\_24\\_Chester\\_Concordville.htm](https://www.pa.cogentid.com/ohio/PA_Sites/GlenMills_24_Chester_Concordville.htm)

UPS Store (Glen Mills #6539)

391 West Chester Pike, Suite #3, Glen Mills, PA 19342

610-358-1465

[https://www.pa.cogentid.com/ohio/PA\\_Sites/UPS6539\\_GlenMills.htm](https://www.pa.cogentid.com/ohio/PA_Sites/UPS6539_GlenMills.htm)

For a list of sites in Philadelphia, go to:

[https://www.pa.cogentid.com/ohio/PDE/PDE\\_regions/reg\\_26.htm](https://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_26.htm)

For a list of sites in Chester County, go to:

[https://www.pa.cogentid.com/ohio/PDE/PDE\\_regions/reg\\_24.htm](https://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_24.htm)

For a list of sites in Montgomery County, go to:

[https://www.pa.cogentid.com/ohio/PDE/PDE\\_regions/reg\\_23.htm](https://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_23.htm)

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**Neumann University Education Department  
Tuberculosis Screening Requirement and Procedure**

4. Many educational settings require a medical screening to make sure those interacting with their young students do not have tuberculosis (TB), a contagious disease. The screening test for TB must be done by a medical professional. *This test is often called a PPD test or a Mantoux test.*

In order to obtain your TB clearance, you have three options.

- 1) You can go to your physician and have him/her do the test. Your insurance may or may not cover this. Call and ask. The cost will vary according to your doctor.
- 2) You can go to an urgent care facility or a clinic in a pharmacy (such as CVS's Minute Clinic or Walgreen's Take Care Clinic) and have them do the test. Your insurance may or may not cover this. Call and ask. They generally charge around \$30 for this test.
- 3) You can do this on campus at Neumann in Health Services (Bachmann 234). The cost to do it here at Neumann is \$10. ***You must call Health Services to make an appointment, pay the \$10 at the Business Office, and bring your receipt when go to the nurse.***

The TB test is valid for one year; therefore, you will need to have it repeated on an annual basis.

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**5. Arrest/Conviction Report and Certification Form** (Under Act 24) of 2011 – Requires candidates to review reportable offenses and to indicate appropriately (arrested/never arrested) for listed reportable offenses and to provide a signature certifying truth of statement. This form will be housed in the candidate file and is available at the Neumann University Division of Education Undergraduate or Graduate Main Offices and on PDE website

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## **6. Act 31 Certificate: Recognizing & Reporting Child Abuse**

In accordance with Act 31 of 2014 certain mandated reporters are required to obtain training in child abuse recognition and reporting training. Please access the link (training) you will need to “register” (create a username & password), go through the modules (approximate viewer time 3 hours, you may stop and start), and once you have completed the training – print out your “certificate of completion” which will have your name and the date that you completed the training on it. Please keep a copy for your files and bring a copy to the Division of Education for your clearance file.

About the mandated reporter training:

<http://www.keepkidssafe.pa.gov/training/index.htm>

To access the mandated reporter training:

[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)