**How to get your clearances:** Please note. These directions are meant to help you through the process as it exists. Be aware that the agencies control the process and, therefore, are likely to change the process at any time without notification. Thus, read the screens and directions on line carefully especially because errors can cost you extra money.

**An Act 33/151 (Child Abuse History Check)** (Application must be mailed) clearance and instructions may be obtained at [http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm)

This form must be downloaded, completed, and mailed with a $10.00 money order. Money Orders are typically available at the Post Office or Saving Institutions. No other payment method will be accepted. Do not send a personal check or cash; doing so will result in a return of your application. **This form takes approximately four weeks to process. It has taken some people longer to receive.**

**Act 34 (Criminal History Check)** (Either electronic or mailed) Currently you can find information about this clearance at the PA Dept. of Ed Website at [http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493/act_34_background_checks/601379](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493/act_34_background_checks/601379)

This form may be completed online, paid for with a credit card, and obtained immediately. If you use the electronic form, be sure to click through the process to print out the actual clearance before you exit the system; see important notes below*. The cost is currently $10.00. You may also download a form to submit via US Mail. If you are not using a credit card on-line, you will need to mail this with a $10.00 money order. It takes the process longer by mail, obviously.

*Important Notes in the Electronic Process:

Read the screens carefully. I’m giving you directions as the process is set up at present. READ THE SCREENS as I cannot predict any changes that may be made to the system. That is, unfortunately, not in my control. AT PRESENT do the following:

- Screen 1: Select: Submit a new Record Check (requires credit/debit card)
- Screen 2: Accept
- Screen 3: Reason is Education; complete all required fields, then NEXT
- Screen 4: Check the information and proceed
- Screen 5: Record Check Request Form—you are essentially going to check your own record. Complete this for self. You will fill out information as to your social security number, date of birth, etc. ENTER THIS REQUEST

BE CAREFUL HERE: AFTER YOU PICK ENTER THIS REQUEST, IT TAKES YOU BACK TO THE SAME SCREEN. READ CAREFULLY, IF NEAR THE BOTTOM OF THE SCREEN YOU READ “VIEW QUEUED RECORD CHECK REQUESTS (1)” THAT MEANS YOU ARE FINISHED WITH THIS SCREEN. MANY PEOPLE DO IT AGAIN AND END UP PAYING FOR 2 RECORD CHECKS. BOTTOM LINE, IT SHOULD ONLY SAY 1 QUEUED RECORD CHECK WHEN YOU CLICK FINISHED. If you do it twice, my advice is to close the internet and start over. You have not yet submitted a credit card number so you will not be charged.

- Screen 6: Again on this next screen you are seeing what you will pay for. Be sure that all info is correct. If not, cancel and start over. Be sure you only are paying for one record check. If correct, click SUBMIT
- Screen 7: Complete all credit card information and click NEXT
- Screen ?: You may be asked to verify the credit card information; I’m unsure of that.
- Screen 8: This should take you to a screen of Record Check Request Result. Write down the Control Number in case you need it. Keep this number for future reference.

BE SURE THAT YOU CLICK DEPARTMENT OF EDUCATION (not welfare or banking, or you have to pay again). That should take you to the main menu. On this page you can find the Registration Procedures and where to “Register Online”. You can also find a place to get a “Proof of Transaction” to help if you forget your Registration Number. Follow the directions on line carefully. **Be sure to record the Registration ID#**. This number is very important as

**To complete Act 114 FBI Fingerprinting**, you register on line (cost $38.50 = $36 for screening + $2.50 for GCC required Paper copy.) When you register be sure to check two boxes: one gives the state permission to share the test results with schools (which is necessary if you want to observe, student teach, or be hired); the second check designates that you would like a paper copy of the results of the fingerprinting. Be sure to apply for the paper copy as you will turn in a copy of that to your professor as well. Once you have completed the fingerprinting registration, take your registration number with you to the fingerprinting location, which are designated sites within the state of Pennsylvania. (There is a fingerprinting site located at Midwestern Intermediate Unit IV at 453 Maple Street; Grove City, PA within walking distance of Grove City College.) Detailed instructions are available on line at [http://www.pa.cogentid.com/index.htm](http://www.pa.cogentid.com/index.htm). Follow the process carefully and BE SURE THAT YOU CLICK DEPARTMENT OF EDUCATION (not welfare or banking, or you have to pay again). That should take you to the main menu. On this page you can find the Registration Procedures and where to “Register Online”. You can also find a place to get a “Proof of Transaction” to help if you forget your Registration Number. Follow the directions on line carefully. **Be sure to record the Registration ID#**. This number is very important as
your school and the college will need this number to go on line and check the status of your being cleared to work with schools and students. Also be sure to have a valid photo ID card (driver’s license, GCC student ID) with you when you go to the fingerprint site. Supposedly the new system will avoid the long wait for the clearance as school districts and institutions can view the results a few days after the fingerprinting. (Follow directions carefully to avoid having to repeat the fingerprinting.) BE SURE TO CHECK THE BOX TO APPLY FOR THE PAPER COPY.

**Tuberculin (PPD) Mantoux Skin Testing** The Pennsylvania Department of Health (Title 28 PA CODE CH. 23) stipulates that all individuals who work in public schools be tested for tuberculosis. This ruling includes any personnel who have contact with students in schools, and, therefore, includes student observers and student teachers. Grove City College Education majors are required to have a card issued by Zerbe which states that they have received a clearance as a result of this PPD testing. Students will be asked to show this card each year as part of their clearance requirements. At present, unless a student suspects contact with an active case of tuberculosis (which is a situation which mandates repeated testing), the tuberculin PPD skin test is required once upon entry to the program.

Ed Majors are required to have proof that they have successfully passed this test for Tuberculosis. Zerbe Health Center will work with you to obtain a card that states that you have had this test. Freshmen who were tested prior to entry to college and whose chart at Zerbe indicates this will have a card issued to them from Zerbe Health Center. Those students who did not receive this test in the four months prior to enrollment at GCC must receive this test at Zerbe Health Center. **This test will be available on scheduled days during the Fall semester. If you are a transfer student or have recently changed your major, and you missed the Fall testing day, you can contact Zerbe to schedule the test.**

**Your clearances are important documents. Keep them valid and in a safe place.**