Clearance Requirements for Fall 2015 Field Courses

The Commonwealth of Pennsylvania requires teacher education students completing field experiences or student teaching to have the following clearances:

1. **PA Child Abuse**: Cost is $10 ($8 as of 7/25/15). Online application process at [https://www.compass.state.pa.us/CWIS](https://www.compass.state.pa.us/CWIS)

2. **PA Criminal Record Check**: Cost is $10 ($8 as of 7/25/15). Completed online at [https://epatch.state.pa.us/](https://epatch.state.pa.us/) and paid with a credit card. **Important: print the certificate and not just the receipt!**

3. **FBI/Federal Fingerprinting**: Cost is $27. Before visiting a Pennsylvania fingerprinting site, register online using debit/credit card. Your registration must be completed through Cogent at:
   
   [https://www.pa.cogentid.com/index_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

   and your resulting registration number **MUST begin with "PAE."** This includes an unofficial Civil Applicant Response (report of the results) automatically mailed to each applicant.

4. **TB test** must be completed no sooner than three months before your first field class at WCU. Please have this done before the semester begins. Early Grades Preparation majors then repeat the TB test every 2 years. All other majors only repeat the TB test before student teaching.

   *Apply for new clearances between July 1—July 10 to ensure receiving your clearances before the semester begins. Keep a copy of all receipts and applications.*

Clearance Scanning Procedure

Students enrolled in field classes during the Fall 2015 semester are required to have their current criminal clearances and TB results scanned into the College of Education’s administrative system by August 26 at 4:00 PM. Only original copies will be scanned and must have been obtained on or after December 10, 2014.

**Scanning Station Hours**

<table>
<thead>
<tr>
<th>May 4 through July 30, 2015</th>
<th>August 24, 25, 26, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>Monday, Tuesday, Wednesday</td>
</tr>
<tr>
<td>9:00 AM - 12 noon &amp; 1:30 - 3:30 PM</td>
<td>8:30 AM – 4:00 PM</td>
</tr>
<tr>
<td>251 Francis Harvey Green Library</td>
<td>Recitation Hall Student Lounge</td>
</tr>
</tbody>
</table>

Additional Clearance Information

Application links, detailed directions, and sample clearances can be found at:

[www.wcupa.edu/_academics/coe/clearances.aspx](http://www.wcupa.edu/_academics/coe/clearances.aspx)