You must provide the Education Dept. with a current photocopy of each of the items below. Please submit these copies to Mr. Hipple in MH 15 or at mhipple@alb.edu. Keep the originals accessible for your use during the school year.

- Student PSEA Membership
  Cost: 1-year $30, 2-year $53, 3-year $73
  Keep current through student teaching

- ACT 34 -PA CRIMINAL HISTORY CLEARANCE
  Cost: $10.00; can be obtained and received online
  Renew every July

- ACT 114 -FEDERAL CRIMINAL HISTORY RECORD
  Cost: $38.00; follow registration instructions on website
  Renew semester before student teaching

- ACT 151 -PA CHILD ABUSE CLEARANCE—Form CY-113
  Cost: $10.00; must send paper form to Harrisburg, PA
  Renew every July

- TB TUBERCULIN PPD TEST (ST8)
  Cost: varies – minimal charge
  Get tested the semester before student teaching

*Additional requirements may exist for specific school districts. You will be notified in these cases.

**STUDENT PSEA**

Membership will provide you with liability insurance when you are in the field. You may subscribe yearly or save money by paying for a multiple year membership. These membership dues can be applied to PSEA dues when you become a teacher. Once you pay for a membership, you will be emailed a member card. Please forward this email to Mr. Hipple or print and submit a photocopy.

**ACT 34 -PA CRIMINAL HISTORY CLEARANCE**
Go to [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp)

There is a $10.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card. Customers will be charged for misspelling, duplicate submissions and other user errors. All customers must have a valid email address in order to receive vital information from the PATCH administrators.

*It is the responsibility of users to obtain the assigned control number at the time requests are submitted.* Immediately after submission of the requests one of the following statuses will be assigned to the request:

- **No Record**: If this status is assigned to the request it is the user’s responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue
hyper link, “Certification Form”, near the center of the page. By clicking on “Certification Form”, a certified no record form will be displayed in PDF format. Print a copy for your records and one for the Education Department.

- Request Under Review: If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request.
- Record: Indicates the person has a record and a record response has been mailed to the address provided.

**ACT 114—FEDERAL CRIMINAL HISTORY RECORD**
Fingerprint Services Provided by Cogent Systems

2. Click on the PDE box
3. Read the “Registration Procedures”
4. Register online with a credit card
5. Choose “School Districts” as the reason for fingerprinting
6. After registration, proceed to a fingerprint location with registration and photo ID

**BERKS COUNTY FINGERPRINT SITES**
Berks County Intermediate Unit 1111Commons Boulevard, Reading, PA 19605
Phone Number: 610-987-8433 Hours: Mon. – Fri. 9 am – 3:30 pm
Saturday–Sunday: Closed

Mail N Ship 4 U 99 Commerce Drive, Wyomissing, PA 19610
Phone 610-376-3805

The Cogent Website lists fingerprinting sites in other counties.

7. Submit a copy of your registration with a PAE number to Mr. Hipple.
8. Once you receive the clearance results in the mail, submit a copy to Mr. Hipple.

**ACT 151—PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

1. Please read the instructions provided at: [http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm)
2. Open the “CY113 Form”
3. Read directions on last page of this PDF
4. Complete form as directed
5. Check the School Employee box to indicated purpose of clearance
6. The form asks for all previous names, addresses, and household members since 1975.
7. Mail form and money order as directed. (Money orders can be purchased with cash at most grocery stores for a minimal fee.)
8. Allow 4 to 6 weeks for final clearance. Failure to comply with instructions will cause considerable delay.
9. Once your clearance arrives in the mail, submit a copy to Mr. Hipple.

**TB TUBERCULIN SKIN TEST**
Also called a TB skin test, PPD test, or Mantoux test. TB tests can be obtained privately by your physician or can be obtained on campus at Health Services/Gable Health Center.