

Office of Teacher Preparation, Clinical Practice, and Certification Clearance Checklist and Requirements for Education Majors

Annual Clearance Renewal Period – June 1-June 30. (*Required beginning AY 26-27)

Access the Commonwealth University Clearance Database directly at <https://clearances.commonwealthu.edu>

(Student Teachers skip to section II)

Section 1: Annual Requirements for Clearances and Forms – Early Field Experience

All Education major students enrolled or who plan to enroll in a field experience course are required to meet the *annual requirement to upload to the CU Database*, the required clearances listed below, which also includes a digitally signed Field and Clinical Experiences Handbook Acknowledgement form. These are maintained on file with the Office of Teacher Preparation, Clinical Practice, and Certification, and must be submitted prior to being approved to enter any/all field placements. Freshman education major students who do not have any field experience courses for the first year, do not need to obtain their clearances prior to entry.

Additionally, as of AY 26-27, students enrolled in a course with an embedded Field Experience must read, review, acknowledge and agree to adhere to professional responsibilities, policies and guidelines outlined in the Commonwealth University Field and Clinical Placement Handbook. A CU Field and Clinical Experience Handbook Acknowledgement Form (“HDBK”) is required for upload by all students prior to entering the field on or before Week 3 of the semester to be approved for a field placement.

All clearances must be uploaded to the [Commonwealth University Clearance Database](https://clearances.commonwealthu.edu) during the annual renewal period. Delays in uploading may impact your approval to enter the field.

Students enrolled in Field Experience Course must follow all Office of Teacher Preparation, Clinical Practice and Certification timelines for clearance and handbook agreement submissions, as fieldwork hours are required to develop professional dispositions and for PDE certification. Students who do not meet these criteria cannot be cleared by the Office of Teacher Preparation, Clinical Practice and Certification to enter the field. It is your professional responsibility to obtain, upload, and keep your clearances up to date. You should also keep personal copies of all clearances for your records.

Section II: Student Teacher Candidates

This applies to students who have submitted a student teaching application and plan to teach during the semesters listed below

Fall Student Teachers – May 1 – June 30 for all clearances and renewal of Liability Insurance that will expire in August. *TB testing is required in August, with specific dates provided by the OTPCPC. Watch your email in July for the TB testing window.*

Spring Student Teachers – June 1 – June 30 for all clearances and renewal of Liability Insurance that will expire in August. *TB testing is required December 1 – December 30. Watch your email in November for the TB testing window.*



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Section III: Clearance Upload Checklist:

1. __Obtain the following clearances:

- Act 24, Act 34, Act 114, Act 126, Act 151
- Professional Liability Insurance
- TB Test (Please allow 3 days to receive results) may be obtained at University Health Services or private provider
- NSOR (National Sex Offender Registry) may be required for Early Education Placements- [How do I know if I need this clearance?](#)

2. __Save each clearance for your records using the required format for uploading

- Save each clearance as an individual, separate PDF file using the naming convention below. Clearances that are not submitted using this format cannot be approved.
- Name each file using **this format**: (i.e. Clearance number Last Name First Name)
 - Start with the clearance abbreviation (e.g., 24, 34, 114, 126, 151, TB, LIAB)
 - Then add your last name, a space, and your first name (*Examples: 24 Jones Mary, 151 Jones Mary*)
 - Incorrectly named clearance files will be rejected, and students will be required to reupload. This will result in a longer review period, causing placement approval delays. It is the student's professional responsibility to accurately complete this upload in the proper format and naming convention in the timelines outlined.

3. __Upload all clearances to the Commonwealth University Clearance Database

- Once all clearance files are **obtained** (does not include NSOR), **saved and named correctly**, students are required to **upload these documents to the Clearance Database**, which can be uploaded from any computer and any location.
- All clearances should be uploaded in one complete submission.
- If any clearances contain a record of criminal history, students are required to email Dr. Jennifer Gurski at jgurski@commonwealthu.edu to set up a meeting to discuss, annually.
- A step by step guide is provided in the Teacher Candidacy Program Brightspace course (clearance resources module) or on the [Office of Teacher Preparation, Clinical Practice and Certification webpage](#).
- During the upload when entering the clearance dates, it is critical that you input the correct **date listed on the clearance document, not the date you are uploading the clearances**.
- Link to the [Commonwealth University Clearance Database](#)
- Note: Accuracy in the file upload matters. Incorrectly named clearance files, and inaccuracies in clearance dates will be returned to students for reupload. Only accurate files will be accepted. Inaccurate uploads will result in a longer review period, causing placement approval delays. It is the student's professional responsibility to accurately complete this upload in the timelines outlined.

4. __Upload the Field and Clinical Experiences handbook acknowledgement agreement form "HDBK"

- The Field and Clinical Experiences Handbook Acknowledgement agreement form can be found in the Teacher Candidacy Program Brightspace course (in the field experience handbook module). Sign and upload to the CU Clearance Database.



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Section IV: Locating and Applying for the Required Clearances

Please note: Commonwealth University cannot email, fax, or provide copies of clearances to you or to school districts.

Below you will find the links to obtaining the required clearances and documents to be approved to enter the field and the associated cost estimate for each.

Clearance	Instructions to Access	Cost
1. Act 24 PDE Form Arrest/Convictions	Form PDE 6004 November 2025 Print, complete, sign , date, scan, and then upload.	Free
2. Act 34 PA State Police Criminal Record	This report may be obtained at: https://epatch.pa.gov/home . Chose ‘ submit a new request ’. Select ‘ individual request ’ Reason for request, select ‘ employment ’- do not choose “volunteer”. Please make sure the clearance you submit reads “has no criminal record” rather than “pending.”	\$22
3. Act 114 FBI Federal Criminal History Record – Department of Education	This clearance must be applied for through the <u>Pennsylvania Department of Education</u> . <i>Act 114 processed through the Department of Human Services cannot be accepted. When you upload to the CU Database, this will be a 2-page document, noted as ‘unofficial’ on the document. This is the correct upload for your records.</i> Go to: https://uenroll.identogo.com/ and enter Service Code “1KG6RT” . You will be directed to schedule/manage an appointment and find fingerprinting locations . “ 1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program ” will be located at the top of this page. Select “ Schedule or Manage Appointment ” to register before <i>going to the fingerprint site</i> . At your appointment you will receive a receipt with a UZSV number – keep this to allow our office to access your results. You will also receive a one-time email from PASafeCheck with access to your unofficial results – print and save it immediately , as you will not be able to access it again.	\$25.25
Act 114 - Identogo Fingerprinting Locations – must schedule an appointment online. See #3 above. Bloomsburg – Enter Zip Code 17815, 1040 Scott Town Cntr: Located inside the AAA, Bloomsburg Lock Haven – Enter SP-LOCKH. LH Campus Police provide this service, Lock Haven Mansfield – Enter SP-MANSU, MA Campus 5 th Floor North Hall, Mansfield		
4. Act 126 Online - Mandated Reporter Training	To complete this training, visit https://www.reportabusepa.pitt.edu . Please note that this is not for Act 48 Credit or Licensure.	Free
5. Act 151 PA Child Abuse	This form may be obtained at https://www.compass.state.pa.us/CWIS/Public/Home . On the home page, there is a box at the top. Click on “Create Individual Account” and then apply for your clearance. Please choose <i>School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public-School Code</i> . Please remember to log back in and print and save your results.	\$13
6. Professional Liability Insurance	Purchase professional liability insurance. We strongly recommend purchasing coverage through graduation; however it can be purchased from 1-4 years. If you	\$30 - \$90 Depending on

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	purchase yearly, you'll need to renew this annually prior to expiration. Must expire no earlier than 5/31(Ex. 5/31/27 for AY 26-27). Three available sources for university students include but are not limited to: a) PSEA https://www.psea.org/apps/students.aspx, b) Council for Exceptional Children (CEC) https://exceptionalchildren.org/membership/student-membership/pre-service-student-membership or c) alternative personal. *It is acceptable to submit a copy of just the front of your membership card. *Deaf & Hard of Hearing Majors should purchase PSEA membership. *For our ASL/English Interpreting Majors: the following two options are available: Interpreters for the Deaf Professional Liability Insurance (proliability.com) or Welcome To DHH Insurance. *Please ensure that the policy you select includes a minimum of \$1,000,000.00 per claim and \$3,000,000.00 aggregate.	years of coverage It is recommended to purchase through graduation, to cover all field experiences. Note: PSEA policy expires 8/31 annually, unless multiyear is purchased. Must be renewed prior to expiration date.
7. Tuberculosis Test	*TB test is required for all students entering early field experience at the time of initial upload of clearances to the CU Database. Submit the results from a current tuberculosis screening administered within the past 90 days, unless otherwise required by individual districts. Include your name, doctor's office information, date the serum was administered, the date the result was read, the result positive/negative, and a signature from the doctor's office. *TB is not required annually; however, it is required for renewal prior to student teaching in August (Fall student teachers) and in December (Spring student teachers). Individual districts may require more frequent testing, please check with the Office of Teacher Preparation, Clinical Practice and Certification on individual district requirements.	CU Health Services offers for \$15 or based on your doctor's office CU Health Services Website
8. CU Field and Clinical Experiences Handbook Acknowledgement Form ("HDBK")	PDF Available in the Brightspace Course: Teacher Candidacy Program (located in Field and Clinical Experiences Handbook Module)	Free
9. NSOR* How do I know if I need this clearance? (links to external site) *This clearance may be required as noted in the link	Applicable when requested by our early childhood education partners. (Most often required of early childhood education majors and music education majors placed in pre-k, pre-school, or toddler classrooms.) https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances/national-sex-offender-registry Choose Download the NSOR Verification Application in blue on the right-hand side. Complete and email to RA-PWNSOR@pa.gov Please choose "Volunteer of a child-care provider, group day-care home or family child-care home"	Free