

Early Childhood Education Online Clearance Requirements

Since part of this program involves working with children, students must satisfactorily pass a State Police Criminal Background Check, a Child Abuse History Clearance, National Sex Offender Registry Verification and get an FBI Fingerprint Clearance according to the Child Protective Services Law of Pennsylvania.

Three of the four clearances can be completed online (State Police Criminal Background Check, a Child Abuse History Clearance, and the FBI Fingerprint Clearance). The National Sex Offender Registry Verification needs to be filled out and emailed.

Step by Step Directions:

1. PA State Police Clearance

- Go to the website: <https://epatch.pa.gov/home>
- Click on the gray tab "New Volunteer Record Check"
- Follow the directions on each page to complete the record check
- ***At the end you should be able to click on the control number and save the clearance document directly to your computer.***
- ***Make a note of the control number in your phone.***
- This record check is free.

2. PA Child Abuse Clearance

- Go to the website: <https://www.compass.state.pa.us/cwis/public/home>
- Click on "Create Individual Account"
- Click "Next" at the bottom of the page
- Create your profile – you will need to use a valid email address to create your profile because you will be sent an email with your password information (STUDENT PERSONAL EMAIL, not parent email or student school email)
- ***After you have created a profile you will need to log in with your newly created user name and password (please write these down somewhere because you will need them to access your clearance when it is complete)***
- You will need the following information to complete this clearance: Student demographic information, full names, ages and relationships of anyone who has ever lived with the student, and complete addresses for anywhere the student has ever lived.
- ***You will receive an email 7-14 days after you submit this clearance telling you it is completed and you will need to log back onto the web address to open and save the clearance document directly to your computer.***
- This clearance is free.

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3. FBI Fingerprint Clearance

- Go to www.identogo.com.
- Enter your zip code into the box labeled **Find the nearest Identogo Center**.
- Select the location most convenient to you. (You will have a chance to change this later in the process).
- Click **Schedule an Appointment** located in the blue box on the right-hand side of the page.
- Click on **Digital Fingerprinting** on the lower left side of the page.
- Enter the following code: **IKG738**

After selecting the Service Code:

- Select **Schedule or Manage Appointment** on the new screen.
- Complete the fields for your name and contact information. Then click on **Next** until all registration pages are complete.
- Select the **Location and Time**.
- Select which documents you plan to use on the day of your appointment. Make sure you have them when you go for your fingerprinting.
- Payment is due at the time of fingerprinting. When pre-registering, indicate what form of payment you will be using at the fingerprinting site: money order, certified check, cash or credit card are accepted. Certified checks and money orders can be made payable to MorphoTrust.
- IMPORTANT! When you go to be fingerprinted, you will receive a receipt with your name, amount paid, and authorization number printed on the receipt. The receipt includes the date and time you were fingerprinted. The authorization number that prints on the receipt is the number that you can use to check their status on the Identogo site. This receipt can also be used as verification that you have applied for your FBI clearance.
- **The completed clearance will be mailed to you through the US Mail. This could take up to 6 weeks to complete so please complete this process early. Scan the document with your phone and email to yourself. Save the clearance document directly to your computer.**

4. National Sex Offender Registry Clearance

- Fill out form (provided in your packet) with the appropriate information.
- Follow the directions in the center of the form to scan and email (this can be done on your phone). You should receive a confirmation email saying that the form was received. SAVE THIS EMAIL.
- **The completed clearance will be mailed to you through the US Mail. This could take up to 6 weeks to complete so please complete this process early. Scan the document with your phone and email to yourself. Save the clearance document directly to your computer.**

All documents need to be submitted through the following Google Form by August 1st. Please use the QR code below to access the Google Form for submission.



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