

What's New in Education 202

Attention all Education 202 Students

Because the State of Pennsylvania changed the Public School Code, effective April 1, 2007, there are three (3) things you **must** do in order to be able to do your field placements in Education 202. You must obtain 3 clearances. This law applies to everyone who has direct contact with students in all schools in Pennsylvania : public, parochial, and charter schools.

1) PA Child Abuse History Clearance :

Fill out the Child Abuse History form and enclose \$10 money order only, payable to the Department of Public Welfare. Mail the form and money order to: Childline and Abuse Registry, Department of Public Welfare, P.O. Box 8170, Harrisburg, PA 17105-8170.

2) PA State Criminal History Background Check:

You can complete the paper form or do the background check on-line. To complete the background check on-line follow the instruction sheet we will provide to assist you. You will need to use a credit card and have a printer nearby to complete the form in this format. This clearance will also cost \$10.

3) For the first time, you must get a Federal (FBI) Criminal History Record, which includes a fingerprint scan. I suggest you go to the School District of Philadelphia web-site (www.phila.k12.pa.us) and click employment to get an overview of the process of applying. They will refer you to the Cogent Systems Website: www.pa.cogentid.com . (Cogent Systems is processing the registration for the State.) In addition, read the two pages "Fingerprint Services at the School District of Philadelphia." The first step is to register before going to the finger print site. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephone registration is available at 1-888-439-2486 Monday through Friday, 8 AM to 6 PM Eastern Standard Time. You must pay a fee of \$40 for the fingerprint service and to secure the Criminal History Record. You may make the payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who can't pay electronically. No cash transactions or personal checks are allowed. Remember, you must have pre-registered in order to get the fingerprint scan done.

After registering, you may go to the fingerprint site of your choice for fingerprinting. The School District of Philadelphia located at 440 N. Broad Street (Broad and Spring Garden Streets) is one site. Holy Family University is also a fingerprint site. Locations of fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site nearest to their location. After you have had all ten fingers scanned, your fingerprints will be electronically transmitted to the PA State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute. After you have had the fingerprint scan, go back to your computer to the Cogent Systems web-site and you can print out a receipt that you have had the fingerprint scan. This will serve as proof that you have done the scan. Show this proof to your Education 202 teacher.

The PA Department of Education (PDE) will receive the Federal Criminal History Record from the FBI. PDE's School Services Unit will return the Federal Criminal History record to you. The Record will be printed on standard 8.5"X 11" paper with the Commonwealth Seal embedded on the paper. If you do not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, call (717) 783-3750 or email dwolfgang@state.pa.us.

It will take 8 weeks for the clearance forms to be processed and the official clearance mailed to you. In order to begin your field observations on time, you must have applied for these clearances. The FBI Clearance will be valid for the time you are enrolled at Community College of Philadelphia. If you plan to enroll in Education 202 in the Fall, 2007, apply for the clearances immediately. If you plan to enroll in the course in Spring, 2008, it would be a good idea to apply now for the clearances. **BE SURE TO MAKE COPIES OF THE FORMS YOU SEND INTO HARRISBURG** as verification that you have applied for the clearances.

To obtain copies of the PA Child Abuse History Clearance form and the PA State Criminal History Background Check:

call Marcia Epstein, Education Curriculum Coordinator at **215-751-8568** or email : mepstein@ccp.edu.

Be sure to supply your full name and mailing address in order to receive the forms.

Call Marcia Epstein at the number given above with any questions you may have about the clearances.