



Dear Student,

Welcome to Montgomery County Community College! We are excited to have you enrolled as a student here and even more thrilled to see that you have designated Education as your preferred major. We hope that you enjoy the Education program and all that it has to offer.

One of the requirements of many of the Education courses is to apply for background clearances. In order for you to participate in classroom observations, tutoring, etc. throughout your time in the Education Program, you will need to have these clearances. Therefore, it is highly suggested that you apply for all three of these clearances now, so that you will have them in your possession when you begin your Education classes. If you continue to take classes at MCCC without skipping a semester, you will **not** have to reapply for these clearances as long as you are here. If you are taking your classes on line, you will have a special procedure for sending clearances to your teacher. Please read note below and then wait to hear from your individual teacher to find out how your teacher wants you to send the clearances.

As per the new policy in Pennsylvania, you can apply for the Criminal Background Check and the Child Abuse Check under the category of "**volunteer**". In this case, applying for those clearances will not cost you any money.

Application procedures for clearances:

- **Criminal Background Check:** Go to <https://epatch.state.pa.us/Home.jsp> . Click on the yellow button "*New Record Check- Volunteers Only*" and click the box to verify that you are an unpaid volunteer. Then you can fill out the online form. This clearance will not cost any money. You will get an immediate response via email. Print out the results sheet.
- **Child Abuse Check (mail-in form):** Go to http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf . On the form, click the "*Volunteer having contact with children*" box, then the "*Other*" box. Type "*Montgomery County Community College*" as the Agency/Organization Name. Type "*No*" in the "*PAYMENT AUTHORIZATION CODE, IF APPLICABLE*" field. You need to fill out the rest of the form and then print it out. Mail it in and you will receive the results in the mail. As a volunteer, this clearance will not cost any money.

- **Child Abuse Check (online):** Go to <http://www.compass.state.pa.us/cwis> and create an account. Log in with your newly created account information. Read agreement and click agree then Next. Read the next page of information and click continue. Click Create Clearance Application. Make sure to check off the volunteer box. A drop down will appear, click other and fill in MCCC. Read the information and have all needed materials before moving on. Complete the form and submit.
- **FBI Fingerprinting Background Check:** Go to <https://uenroll.identogo.com> . It will ask for your Service Code (as volunteers). It is 1KG6Y3. Fill out all required information. Choose a document that you will be able to provide at the fingerprint center. Search for an “IndentoGo” location to complete your clearance fingerprinting. At your appointment, you will also need to pay \$22.60, using a credit card, money order, or business check. Also make sure to bring the form of ID that you indicated when registering. If you obtain a receipt with your ID number (PAE _ _ _ _), that is sufficient for the program.
- **Mandated Reporter Training (ONLY NEEDED FOR STUDENT TEACHING SEMESTER):** Mandated reporters include an individual paid or unpaid who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child. You must complete this FREE 3 hour Mandated Reporter Training online. The training needs to be repeated every 5 years. Go to https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=91_1 to complete this training. Print out the certificate that you earn once you complete the training.

NOTE: If you are taking an online class that requires observation or other assignments in schools, you will also have to get the three clearances above. You will then be scanning them into **ONE** pdf document and sending them to your teacher. Your teacher will let you know how to do this and where s/he wants you to attach the document.

Responses to your applications for the clearances can range from immediate-8 weeks. The sooner you apply, the more assured you can be that you will have them when you walk into your first Education class! Thank you in advance for your attention to this matter.

If you have any questions, please email your instructor immediately.

Sincerely,

Education Department of MCCC