



Seton Hill University Clearance Requirements

If you plan to volunteer or work with any campus-sponsored program or course that involves a minor (person under the age of 18), you must obtain the following clearances:

- PA Criminal Background Check
- PA Child Abuse Clearance
- Tuberculosis Testing
- FBI Fingerprint Clearance
- Reporting Arrest or Conviction Report

Not receiving your clearances will prevent you from completing coursework or participating in volunteer activities.

PA Criminal History Record - Act 34

Cost \$22.00

- Go to the Pennsylvania Access to Criminal History website at: <https://epatch.state.pa.us/Home.jsp>
- Click on *Submit a New Record Check*
- Follow the instructions and click *Submit* (takes a few minutes to process)
- Print out the Certification Form

Please be aware you will need a credit card if you are processing it online. You may also download and print the form and mail it in with a \$22.00 money order.

PA Child Abuse - Act 151

Cost \$13.00

Electronic Submission:

- Go to the Pennsylvania Child Welfare portal at: <https://www.compass.state.pa.us/CWIS>
- Create an account
- You can get immediate access to results or status if it cannot be processed immediately

FBI Fingerprinting - Act 114

Cost \$22.60

- Go to the Identogo website at <https://www.identogo.com>
- The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the Universal Enrollment system.

Reporting Arrest or Conviction Report – Act 24

Cost \$0

- Go to the Department of Education website at:
www.education.pa.gov/Educators/Clearances/Laws/Pages/Act24.aspx
- Download the PDE form 6004
- Complete form

Tuberculosis Testing

- Make an appointment with the Seton Hill Wellness Center by calling 724-838-4234 or schedule with your family physician.

All original forms must be submitted to the School of Education and Applied Social Sciences (Karen Morgan, Administrative Assistant, School of Education and School of Applied Social Sciences - St. Joseph Hall, Room G5) and will immediately be returned to you. For questions, email kmorgan@setonhill.edu.