TB Testing Information

TB TESTING
MU HEALTH SERVICES, WITMER BUILDING

MU Health Services provides TB testing at a cost of $15. You must make an appointment in order to have a TB test administered. Please see the Health Services website for contact information: http://www.millersville.edu/healthservices/index.php

TB TESTING
PRIVATE HEALTHCARE PROVIDER

1. Make an appointment with your physician for a TB test.

2. Return to the Private Healthcare Facility for a reading of the TB test within 48-72 hours.

3. VERY IMPORTANT: Make sure you leave your healthcare facility with your TB test results written on a doctor’s script note or letterhead. This must include the date the test was administered, the date it was read, the results of the test and an authorized signature.

4. Submit a photocopy of your TB test results.

5. Keep the original copy of your TB test results with your original clearances in a safe place. Most schools will ask to see this information upon entering classrooms for field experience placements.

TB TESTING
MEDEXPRESS AND LANCASTER GENERAL HEALTH EXPRESS

UrgentCare MedExpress and Lancaster General Health Express centers also offer TB testing at a cost of approximately $10. Lancaster General Health Express locations can be found on the Early Field Experiences website at http://www.millersville.edu/earlyfieldexp/.
Criminal Background Clearances Information

ACT 151 (CHILD ABUSE HISTORY CLEARANCE) - $10 Fee
- Obtain the form and complete according to the instructions found on-line at http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm
- Take form and money order in person to Department of Public Welfare for immediate processing of original clearance or mail to address on the form with money order. (It may take 4-6 weeks to receive your report through mail, so an in-person visit provides best service). If you do not receive your clearance within six weeks by mail, please contact the Department of Public Welfare at (717) 783-6211.

ACT 34 (CRIMINAL RECORD CHECK) - $10 Fee
- Complete information on-line at https://epatch.state.pa.us (Credit card required)*.
- When completed, click on the "Certification Form" button and print the results page with the state seal watermark (this is your official clearance).
- It is highly recommended that you complete this application online as you may receive your results within minutes. However, if necessary, you may fill out a hard copy (found on the site by clicking on "help" and choosing SP4-164 form) and mail with money order to the appropriate address listed on form. Processing time approximates 4-6 weeks. *Please note that no overrides, if needed, will be permitted for paper-based requests of ACT 34.

ACT 114 (FBI FEDERAL CRIMINAL HISTORY - FINGERPRINTING) - $31.50 Fee
- Use following website for this clearance process: www.pa.cogentid.com. Read all instructions very carefully.
- You must choose ‘DEPARTMENT OF EDUCATION’ for processing. (Credit card required)
- Request paper copy of the FBI Fingerprinting results and obtain Registration Identification Number (starts with letters ‘PAE’).
- After registering, get fingerprinted at an “Official Cogent Site” (locations can be found on the Cogent web site).
- Automatic paper copy will be sent to applicant, which is included in registration fee.

You must submit PHOTOCOPIES OF THE ACT 151 & ACT 34 CLEARANCES, AND present us with your REGISTRATION IDENTIFICATION NUMBER FOR YOUR ACT 114 (FBI FINGERPRINTING) clearance. You may present them in person, via fax or mail copies to:

MILLERSVILLE UNIVERSITY
FIELD SERVICES OFFICE/STAYER ROOM 120
P.O. BOX 1002, MILLERSVILLE, PA 17551
Fax: (717) 871-2448

KEEP A FOLDER OF YOUR ORIGINAL CLEARANCES - You may be asked to present your original clearances to the school district in which you are doing your field experience or student teaching assignment. It is not the policy of the Field Services Department to make copies for you. PLEASE keep your clearances accessible and in a safe place.

***FAILURE TO SUBMIT PHOTOCOPIES OF ALL 3 CLEARANCES WILL RESULT IN YOUR NOT BEING ABLE TO REGISTER FOR A COURSE CONTAINING FIELD EXPERIENCES