

## Criminal Background Clearances and TB Testing Information

The Field Services Office at Millersville **requires clearances on file prior to first-year registration, during semesters where any field experience occurs, and prior to registering for education courses.** Clearances must be clear (no record) and valid (do not expire) for the entire semester during which there is a field experience. **All clearances must be updated YEARLY.**

- SUBMITTING CLEARANCES:** All clearances must be submitted electronically, through Cognito Forms. Please visit the following link to upload all required clearances and forms properly:  
<https://www.cognitoforms.com/MillersvilleUniversity1/FieldServicesClearancesPortal>
  - Note: All documents submitted must be scanned in as PDF format, no pictures accepted.
    - There are scanner applications on smart phones – be sure to save the scan as a PDF. The entire Cognito form and upload can be filled out on a smart phone, if you have access to your PDF files.
    - **Save your PDF files of clearances to your computer for the future! As a courtesy, continue to take hard copies of your clearances to your field placement.**
  - Note: Field Services will accept **complete packets only**. All clearances and forms must be submitted together on the Cognito Form.
- Call or email with questions: **(717) 871-5752** [clearances@millersville.edu](mailto:clearances@millersville.edu)
- Not sure what you should submit? See the chart below!**

Undergraduate Students	Post Baccalaureate/Master’s Students Employed By a School District	Post Baccalaureate/Master’s Students <u>Not</u> Employed by a School District
Act 34 Criminal Background Check	PDE 6004 (current and updated every year)	Act 34 Criminal Background Check
Act 151 Child Abuse Clearance	Proof of Employment (current and updated every year)	Act 151 Child Abuse Clearance
Act 114 Fingerprint Clearance (through Department of Education)	Copies of the clearances on file with your district (regardless of date)	Act 114 Fingerprint Clearance (through Department of Education)
Negative TB Test or Chest X-Ray		Negative TB Test or Chest X-Ray

- See back page for instructions on completing the Act 34, Act 151, Act 114, and TB Test.
- Visit [www.millersville.edu/cert/requestinfo.php](http://www.millersville.edu/cert/requestinfo.php) for links to the PDE 6004 and Proof of Employment Forms.

**NOTES:**

### **ACT 34 Criminal Background- \$8 Fee**

1. Complete information on-line at <https://epatch.state.pa.us> (Credit card required). Please remember your log in information. If forgotten please call (717) 787-5280.
2. When completed, click on the "Certification Form" button and **print the results page with the state seal watermark (this is your official clearance)**.
3. It is highly recommended that you complete this application online. You will receive your results within minutes. However, 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, will be permitted for paper-based requests of ACT 34.
4. **If you happen to lose the original** you can log into your account and reprint it. You will need the receipt information to do so.

### **ACT 114 Fingerprint - \$22.60 Fee**

1. Use following website for this clearance process: <https://uenroll.identogo.com>. This website address takes you directly to the Identogo website where you can register for fingerprinting, manage your appointment, and view locations.
2. Enter the Service Code: **1KG6RT**. This should take you to the "Pennsylvania PDE-Colleges/Universities Teacher Education Program" page.
3. Select "Schedule or Manage Appointment" and fill out the information appropriately.
4. Print your receipt that has your **UE ID** on it.
5. After registering, get fingerprinted at an "**Official Identogo Enrollment Center**" (locations can be found on the link in step 1). You will pay at the location, not online.
6. An unofficial result will be sent to your account on Identogo, where you set up the security question/answer. If you provided an email address, you should receive notification when it is ready to view (check your account periodically). Results may take up to two weeks to process.  
**You only need to submit your Enrollment Receipt with the UE ID on it.** You do not need to wait for the unofficial result to show in your account. **You must get fingerprinted before turning in the receipt.**

### **ACT 151 Child Abuse - \$8 Fee**

1. You may now apply online and get results electronically. Results may take up to two weeks to process. Go to <https://www.compass.state.pa.us/CWIS> to set up an account and to apply for your ACT 151 online.  
**\*\*When filling out the application: Please choose "Employee governed by the public school code" for the reason you are obtaining the clearance.\*\***
2. You may also apply by mail or in person by obtaining the CY113 form and complete it according to the instructions found on-line at <http://www.dhs.pa.gov/publications/forproviders/childcareforms/> (NOTE: Mailing the form will take much longer!)
3. Take form, \$8 money order or check, and government issued ID in person to Department of Public Welfare in Harrisburg, PA, for immediate processing of original clearance. OR mail to the 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
4. **If you happen to lose the original** you can log into your account and reprint it.

### **TB Test**

**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 and the results of the test**
- An authorized signature.**

**Chest X-Rays are the only clearance/test that is good for two (2) years.**

1. **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>
2. **Private Healthcare Provider/Express Health Service (UrgentCare, MedExpress, Lancaster General Health Express, CVS, etc.)**  
\*Make an appointment for a TB test.  
\*Return to the facility for a reading of the TB test within 48-72 hours.