

Criminal Background Clearances and TB Testing Information

Criminal background clearances and a TB test are required by school districts for all field experiences. Clearances must be clear (no record) and valid (do not expire) for the **entire semester** during which there is a field experience. We recommend that you update your clearances during the summer so that they are valid for an entire academic year. You may check the date your first clearance is due to expire by checking the “Clearance Date” at the top of your Degree Audit. The “Clearance Date” is the date of your oldest clearance, therefore your clearances will expire 1 YEAR after the “Clearance Date”. You should renew all clearances based on that date. It will look like this on your Degree Audit:

Student View		AA058c:Ug as of 08/11/2014 at 12:09	
Student ID	██████████	Department	WARR
Level	Undergraduate	Degree	Bachelor of Science in Educat
Classification	Senior	Clearance Date	06/03/2014
Student Status	Active	Major	Mathematics
School	School of Science and Mathematics	Concentration	
		Minor	Economics
		Major Advisor	██████████
		Minor Advisor	██████████
		Transcript GPA	██
		Transcript Total Credits	111
		Total Transfer Credits	23

Post-Bacc Students who are employed by a school district may submit a PDE 6004 form, Proof of Employment form and copies of the clearances that are on file with their employer in lieu of submitting new clearances as long as all field work will be done within the district where employed. Please contact the Field Services office for details on this alternative Clearance submission process.

- ✓ Be sure to keep a file of your original clearances and TB test results where it is easily accessible. You will need to take original clearances to the school district in which you are doing your field experience or student teaching placements.
- ✓ In order to have your clearances and TB test results properly accounted for in our system, you must provide photocopies of all four documents (TB test, ACT 34, ACT 114 & ACT 151) attached to this signed coversheet and submit them to the Field Services office, room 120 in Stayer Hall. *Please be sure to reference the attached instructions on obtaining clearances as they must be obtained properly in order to be accepted by Field Services.* ONLY COMPLETE SUBMISSIONS WILL BE ACCEPTED - that means all 4 documents and the coversheet must accompany every submission of clearances.

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ALL STUDENTS: Before visiting the Field Services Office, please **READ** the information below, **make a copy** of each item and **check** each item that you have attached.

NOTICE: Failure to have **VALID CLEARANCES AND TB TEST**** on file with Field Services, at least one week prior to the start of the semester, will result in your being dropped from courses that contain a field experience.

** “**VALID Clearances**” must be **clear of any infractions** and **must not expire** (less than 1 year old) during the **ENTIRE** semester for which you are registered. Students with clearance infractions must meet with the Field Services Coordinator to determine eligibility for participation in field placements, prior to the start of the semester.

- Photocopy of the negative TB test results
- Photocopy of the ACT 151, Child Abuse History Clearance
- Photocopy of the ACT 34, Criminal Record Check (with a sealed background)
- Photocopy of the registration identification number (starting with “PAE”) for the ACT 114, FBI Fingerprint Clearance

By signing this form, I certify that I have read and understand the information above and that the statements made in this form are true, correct and complete. I understand that any false statements herein will be considered an act of academic dishonesty.

I am a Undergraduate or Post-Baccalaureate Student

Signature

Date

Printed Name

MU ID#

MU Email Address

Phone

TB Testing Instructions

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:**
 - a. **The date the test was administered**
 - b. **The date it was read and the results of the test**
 - c. **An authorized signature.**

TB TESTING

ANY EXPRESS HEALTH SERVICE CENTER

Any Express Health Service Center like UrgentCare, MedExpress, and Lancaster General Health Express centers also offer TB testing as well as some pharmacies like CVS. Lancaster General Health Express locations can be found on the Early Field Experiences website at <http://www.millersville.edu/earlyfieldexp/>. Please follow the instructions for obtaining TB results as specified in the Private Healthcare Provider instructions listed above.

- ✓ Submit a photocopy of your TB test results.
- ✓ 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.

Criminal Background Clearances Instructions

STOP **NOTICE:** Failure to have **VALID CLEARANCES AND TB TEST**** on file with Field Services, at least one week prior to the start of the semester, will result in your being dropped from courses that contain a field experience.

**** “VALID Clearances” must be clear of any infractions and must not expire** (less than 1 year old) during the **ENTIRE** semester for which you are registered. Students with clearance infractions must meet with the Field Services Coordinator to determine eligibility for participation in field placements, prior to the start of the semester.

ACT 151 (CHILD ABUSE HISTORY CLEARANCE) - \$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.
2. Otherwise you must obtain the CY113 form and complete it according to the instructions found on-line at <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>
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.

ACT 34 (CRIMINAL RECORD CHECK) - \$8 Fee

1. Complete information on-line at <https://epatch.state.pa.us> (Credit card required)*.
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.**

ACT 114 (FBI FEDERAL CRIMINAL HISTORY -FINGERPRINTING) - \$27.00 Fee

1. Use following website for this clearance process: https://www.pa.cogentid.com/index_pde.htm. This website address takes you directly to the **PA Department of Education** Cogent website. Read all instructions very carefully.
2. If you somehow are directed to the main Cogent homepage, **you must make sure to choose ‘DEPARTMENT OF EDUCATION’ as the correct agency for processing.** (Credit card required)*
3. **Obtain Registration Identification Number (starts with letters ‘PAE’).** (**If your Registration ID does not start with “PAE” then you obtained the WRONG registration. Request a refund and go back into the Cogent site to obtain the correct registration by selecting **DEPARTMENT OF EDUCATION!**)
4. **After registering, get fingerprinted at an “Official Cogent Site” (locations can be found on the Cogent web site – DO NOT go to a police station or sheriff’s office to be printed).**
5. An automatic paper copy will be sent to the applicant. You need only submit a copy of your Registration Receipt with the PAE# listed on it.

Post-Bacc Students who are employed by a school district may submit a PDE 6004 form, Proof of Employment form and copies of the clearances that are on file with the employer in lieu of submitting new clearances as long as all field work will be done within the district where employed. Please contact the Field Services office for details on this alternative Clearance submission process.

STOP **Submit COPIES ONLY** of all 3 clearances and TB test (TB test, ACT 151, 34, 114) to the Field Services Office, Stayer 120. **Only complete submissions will be accepted.** You may present them in person or send a scanned copy via email to field.services@millersville.edu. PLEASE - DO NOT TAKE PICTURES OF YOUR CLEARANCES – They must be scanned. Be sure to include the coversheet from this packet with your Signature, Name and MU ID#.

STOP **WE DO NOT ACCEPT ORIGINAL CLEARANCES – Submit COPIES ONLY**

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.**