CLEARANCES FAQ

Q: What documents are considered ‘Clearances’?
A: The following documents are required clearances:
   • Act 34 Pennsylvania State Police Criminal Background Check
   • Act 114 Fingerprint Clearance (Federal Criminal History Background Check)
   • Act 151 Pennsylvania Child Abuse History Certification (Child Abuse Clearance)
   • Negative TB Test (valid for 1 year) or Chest X-Ray (valid for 2 years)

Q: Are there additional clearance documents that may be required for Post-Baccalaureate/Graduate Students?
A: Yes, any student completing their field experience at their place of employment is required to submit the Proof of Employment and PDE 6004 forms, along with copies of their clearances their employer has on file (regardless of date).

Q: What clearance documents am I required to submit as a Post-Baccalaureate or Graduate student?
A: See the chart below.

<table>
<thead>
<tr>
<th>Post Baccalaureate/Master’s Students Employed By a Public or Private School, or Child Care Center</th>
<th>Post Baccalaureate/Master’s Students Not Employed by a School or Child Care Center</th>
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</thead>
<tbody>
<tr>
<td>PDE 6004 (current and updated every year)</td>
<td>Act 34 Criminal Background Check</td>
</tr>
<tr>
<td>Proof of Employment form (current and updated every semester)</td>
<td>Act 151 Child Abuse Clearance</td>
</tr>
<tr>
<td>Copies of your clearances on file with your district (regardless of date)</td>
<td>Act 114 Fingerprint Clearance</td>
</tr>
<tr>
<td></td>
<td>Negative TB Test or Chest X-Ray</td>
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Contact the Department of Field Services for the submission link to upload your documents.

Q: How do I know if I am registered for a course that requires clearances?
A: Check the ‘red notes’ of the course. This information can be found in the MU Web Schedule and Registration Guide available online.

Q: How often do I need to update or submit my clearances?
A: Clearances, for the purpose of field experience, are valid for one year from the date stated on the clearance and cannot expire in the middle of a semester in which you are enrolled in a course with a field experience. Copies of clearances and documents that are outdated or altered will not be accepted.

Q: How long are my clearances good for?
A: Clearances are considered valid for one year from the date stated on the clearance, but cannot expire in the middle of a semester in which you are enrolled in a course with a field experience.

Q: How do I get my clearances?
A: Visit https://www.millersville.edu/fieldservices/clearances.php

Q: How long does it take to receive my clearances once I have applied for them?
A: It can take up to 2 weeks or more to receive the PA Child Abuse clearance. Plan accordingly!
CLEARANCES FAQ CONTINUED

Q: What if there is an infraction on my clearances?
A: Contact the Department of Field Services immediately. Clearances must be clear (no record) and valid (do not expire) for the entire semester during which there is a field experience.

Q: How do I submit my clearances to Field Services?
A: All clearance forms and copies of clearances are submitted electronically to Field Services. Contact Field Services for a link to upload your clearances. This link is different than the undergraduate student clearance link.

Q: What happens if I do not submit my clearances by the advertised deadline?
A: Students who do not submit updated clearances by the advertised deadline are dropped from any course in which they are enrolled with a field experience.

Q: What do I do with the hard copies of my clearances?
A: Keep all clearance documents (and training certificates, etc.) in a safe place so you can reference them if needed. The Department of Field Services cannot provide you with copies of your clearances after you submit them to our office.

Q: Where can I find more information?
A: Additional information is available at https://www.millersville.edu/fieldservices/clearances.php.

Have more questions? Contact us!

The Department of Field Services

Hours: M-F, 8:00 am-4:30 pm ● Stayer Hall room 120 ● Phone: 717-871-5752
Email: field.services@millersville.edu ● Website: https://www.millersville.edu/fieldservices/