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: How do I determine which clearance package to purchase through CastleBranch?
A: Students who have never submitted MU clearances through CastleBranch should purchase the IL86: Abuse-Background Check-Compliance Tracker-Fingerprint package. Students who already have a CastleBranch account and need to submit updated clearances should purchase the IL86re – Recheck package.

Q: Do I need to purchase the IL86re – Recheck package if I only need to submit one clearance document?
A: Yes, students who need to submit updated clearance documents whether it's only one document or all clearance documents must purchase the Recheck package.

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 Copies of clearances and documents that are outdated or altered will not be accepted.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: See the instructions on the reverse side of this sheet or 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!

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 clearances are submitted electronically through CastleBranch at http://portal.castlebranch.com/IL83

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 they are submitted.

Q: Where can I find more information?
A: Additional information is available at https://www.millersville.edu/fieldservices/clearances.php and continued on the other side of this flyer.

Have more questions? Contact us!
The Department of Field Services - Phone: 717-871-5752 - Email: field.services@millersville.edu
UNDERGRADUATE STUDENTS

CLEARANCE INSTRUCTION QUICK GUIDE  Follow the instructions below to obtain these clearances:

<table>
<thead>
<tr>
<th>Clearance</th>
<th>Description</th>
<th>Fee</th>
<th>Instructions</th>
</tr>
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<tbody>
<tr>
<td>ACT 34</td>
<td>PA Criminal Background Check and CastleBranch Account</td>
<td>($47.00 Fee*)</td>
<td>1. Create your CastleBranch account at <a href="http://portal.castlebranch.com/IL83">http://portal.castlebranch.com/IL83</a>. 2. Select appropriate package code Option 1: IL86: Abuse – Background Check – Compliance Tracker – Fingerprint (For students new to CastleBranch) Option 2: IL86re – Recheck Package (For students who have a CB acct. and are submitting new clearance documents) 3. Follow the instructions.</td>
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<tr>
<td>ACT 114</td>
<td>FBI Fingerprint</td>
<td>($23.85 Fee)</td>
<td>1. Apply online at <a href="https://uenroll.identogo.com">https://uenroll.identogo.com</a>. 2. Enter the Service Code: 1KG6RT. This should take you to the “Pennsylvania PDE-Colleges/Universities Teacher Education Program” page. (You must use this service code to obtain your clearance. Other codes not accepted.) 3. Select “Schedule or Manage Appointment” and fill out the information appropriately. 4. Print your receipt with your UEID number 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. Fingerprinting services are available at MU. For information, visit ‘Detailed FBI Instructions’ at <a href="https://www.millersville.edu/fieldservices/clearances.php">https://www.millersville.edu/fieldservices/clearances.php</a>. 6. After you have been fingerprinted, you will receive an Enrollment Receipt with your UEID number. Upload the Enrollment Receipt to your CastleBranch account. You do not need to wait for the unofficial result to show in your account. 7. Once you receive your clearance, upload it into your CastleBranch account. Keep in your records. IMPORTANT NOTE: Result Access is Limited! When you receive the email notification from IdentoGO that your clearance is available, wait to access your account from a computer you can save/print from. You may only view and save/print your clearance ONCE for a limited amount of time. Make sure you are ready to save and print when you view your results. You will not be able to access it again.</td>
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<tr>
<td>ACT 151</td>
<td>PA Child Abuse</td>
<td>($13.00 Fee)</td>
<td>1. Apply online at <a href="https://www.compass.state.pa.us/CWIS">https://www.compass.state.pa.us/CWIS</a>. 2. Create an account 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. 3. Once you receive your clearance, upload it into your CastleBranch account. Keep in your records. NOTE: If you happen to lose the original, you can log into your account and reprint the clearance for 6 months following the date of creation.</td>
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<tr>
<td>TB Test</td>
<td>Fee Varies</td>
<td>$15.00 at MU Health Services</td>
<td>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. Keep in your records. 1. MU Health Services provides TB testing. You must make an appointment in order to have a TB test administered. Please see the Health Services website for contact information: <a href="http://www.millersville.edu/healthservices/index.php">http://www.millersville.edu/healthservices/index.php</a> 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 3. Once you receive your TB test result, upload it into your CastleBranch account. Keep in your records.</td>
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