Criminal Background Clearances and TB Testing Information

> The Field Services Office at Millersville **requires clearances on file prior to semesters where any field experience occurs.** Clearances must be clear (no record) and valid (do not expire) for the <u>entire semester </u>during which there is a field experience. **Post-Baccalaureate and Master's students** must have clearances on file prior to registering for courses.

- ☐ **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
  - o Note: All documents submitted must be scanned in as PDF format, <u>no</u> 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.**
  - o 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** field.services@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	Copies of the clearances on file with your district (regardless of date)	Act 114 Fingerprint Clearance
Negative TB Test or Chest X-Ray		Negative TB Test or Chest X-Ray

NOTES:

Clearance Instructions

☐ ACT 34 Criminal Background- $22 Fee

1. Apply online 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).**

NOTE: **If you happen to lose the original,** click on "check the status of a record," enter the receipt information, and reprint the clearance.

☐ ACT 114 Fingerprint - $22.60 Fee

1. Apply online at https://uenroll.identogo.com. This takes you directly to the IdentoGO website where you can register for fingerprinting, manage your appointment, and view fingerprinting 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. Submit (upload) you Enrollment Receipt with the UE ID number after you have been fingerprinted. You do not need to wait for the unofficial result to show in your account.

7. Please email field.services@millersville.edu for instructions on how to set up an appointment for fingerprinting on campus.

☐ PDE 6004 & Proof of Employment (Post-Baccalaureate/Master's Only)

Visit **http://www.millersville.edu/cert/requestinfo.php** for access to both of these forms.

☐ ACT 151 Child Abuse - $13 Fee

1. Apply online at https://www.compass.state.pa.us/CWIS

2. Set up 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. Check your account daily to see if your clearance is available (It could take up to 2 weeks before your clearance is available).

4. For immediate processing of the ACT 151, apply in person. Take a $13 check or money order, and a government issued ID to:

    Child Abuse Registry
    Department of Human Services
    5 Magnolia Drive (Hillcrest Building #53)
    Harrisburg, PA 17110

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.

☐ 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.