

Criminal Background Clearances and TB Testing Information

The Field Services Office at Millersville **requires clearances on file prior to first-year registration and during semesters where any field experience occurs.** 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.** You should renew clearances over the summer or winter break to insure that they will not expire during a fall or spring semester, turning them in no later than one week prior to the start of the semester.

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.

IMPORTANT NOTICE: Clearances may take WEEKS to process. Please be sure to complete clearances in plenty of time, as failure to have valid clearances and TB test on file will result in your being **dropped from courses** that contain field experience!!

Post-Bacc/Master's Students: If you are currently employed by a school district, you may submit a **PDE 6004 form, Proof of Employment form (POEM),** and **copies of the clearances that are currently on file with your employer.** **All field work must be done within the district where employed.** Clearances must be on file prior to initial registration and updated yearly (POEM and PDE 6004). Students not employed by a school district, or when field work is not done in your home district, must follow Undergraduate clearance instructions.

SUBMITTING CLEARANCES: You must provide copies 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, Stayer Hall 120, or email them to field.services@millersville.edu. Please provide **COPIES** of your clearances, or email clear scans. **We DO NOT accept pictures of clearances or originals.** Be sure to turn in **complete packets only**, including this coversheet with the information filled out below.

- I have **made copies** of all four documents (TB test, ACT 34, ACT 114, ACT 151) and **signed this coversheet,**
- I understand that **my clearances expire one year** from the verification date.

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(n) Undergraduate, Post-Baccalaureate Student, Master's Student

Signature

Date

Printed Name

MU ID#

MU Email Address

Phone

You may check the date your first clearance expires 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."**

Renew your clearances based on this date.

REMINDERS:

- **Start clearances early to avoid being dropped from courses.**
- **Keep your originals in a safe place!**
- **Update clearances over summer/winter break**

**CALL WITH QUESTIONS!
(717) 871-5752**

Keep a folder of your original clearances – You may be asked to present your original clearances at the place of 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.**

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 - \$27 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 only need to submit your Registration Receipt with the PAE# listed on it.** You do not need to wait for the result that comes in the mail. **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.