

Criminal Background Clearances and TB Testing Information

Criminal background clearances and TB test are required by school districts for all field experiences. These clearances and TB test must be updated each year. We recommend that you update your clearances during the summer so that your clearances will be valid for both the fall and spring semesters. You can check the date of your last submission of clearances by checking your DARS.

SQ - ACT 34 Clearance mm/dd/yy on file with Field Services

SQ - ACT 151 Clearance mm/dd/yy on file with Field Services

SQ - FBI Clearance mm/dd/yy on file with Field Services

SQ - Negative TB Test mm/dd/yy on file with Field Services

Be sure to keep a folder of your original clearances and TB test results in your possession. You will need to take these with you to the school district in which you are doing your field experience or student teaching assignment.

For submission of clearances and TB test, you must provide photocopies of all four documents (TB test, ACT 151, 34, 114) to the Field Services Office, Stayer 120. Only complete submissions will be accepted.

Examples:

1. For instance, if you are submitting clearances and TB test for the first time, you will need to bring the **photocopies** of the TB test, ACT 151, ACT 34, and ACT 114.
2. If you are updating ACT 151 and ACT 114, you will need to bring **photocopies** of the TB test, ACT 151, ACT 34, and ACT 114.
3. If you are updating only ACT 151, you will need to bring **photocopies** of the TB test, ACT 151, ACT 34, and ACT 114.
4. If you are updating only TB test, you will need to bring **photocopies** of the TB test, ACT 151, ACT 34, and ACT 114.

Before visiting the Field Services Office, I have checked to be sure I have the following:

_____ Photocopy of TB test result

_____ Photocopy of ACT 151

_____ Photocopy of ACT 34

_____ Photocopy of the registration identification number for ACT 114

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

Signature

Date

Printed Name

M#

Email

Phone

TB Testing Information

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 the date the test was administered, the date it was read, the results of the test and an authorized signature.
4. Submit a photocopy of your TB test results.
5. 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.

TB TESTING MEDEXPRESS AND LANCASTER GENERAL HEALTH EXPRESS

UrgentCare MedExpress and Lancaster General Health Express centers also offer TB testing. Lancaster General Health Express locations can be found on the Early Field Experiences website at <http://www.millersville.edu/earlyfieldexp/>.

MAKE SURE YOU KEEP THE ORIGINAL COPY OF THE TB RESULTS IN YOUR FOLDER WITH THE ORIGINAL COPIES OF YOUR CLEARANCES.

Criminal Background Clearances Information

ACT 151 (CHILD ABUSE HISTORY CLEARANCE) - \$10 Fee

1. Obtain the form and complete according to the instructions found on-line at <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>
2. Take form and money order in person to Department of Public Welfare for immediate processing of original clearance or mail to 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) - \$10 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 as you may receive your results within minutes. However, if necessary, 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, if needed, will be permitted for paper-based requests of ACT 34.**

ACT 114 (FBI FEDERAL CRIMINAL HISTORY -FINGERPRINTING) - \$28.75 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').**
4. **After registering, get fingerprinted at an "Official Cogent Site" (locations can be found on the Cogent web site).**
5. Automatic paper copy will be sent to applicant, which is included in registration fee.

**** For submission of clearances and TB test, you must bring photocopies of all four documents (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 efe@millersville.edu.**

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.**

*****FAILURE TO HAVE UPDATED CLEARANCES AND TB TEST ON FILE WITH FIELD SERVICES WILL RESULT IN YOUR NOT BEING ABLE TO PARTICIPATE IN FIELD EXPERIENCES.**