

# SHIPPENSBURG UNIVERSITY

College of Education and Human Services  
1871 Old Main Drive  
Shippensburg, PA 17257

## *Office of Field Experiences and Partnerships Handbook*

### Website

[http://www.ship.edu/COEHS/Field\\_Services/Forms](http://www.ship.edu/COEHS/Field_Services/Forms)  
(All forms for Professional Standing are available at this site)

### For more information contact:

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Director of Field Experiences and Partnerships  
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717-477-1487

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**NOTE:** Because of the nature of teacher certification, changes in program requirements may result from new regulations/mandates from the state's legislative and/or executive branches, from the Pennsylvania State Board of Education, or from changes in the University's degree requirements.

**SHIPPENSBURG UNIVERSITY**  
**COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**OFFICE OF FIELD EXPERIENCES AND PARTNERSHIPS**

***FIELD EXPERIENCES AT A GLANCE***

- Mission:** Our mission is to prepare knowledgeable, skilled professional educators who are able to analyze and apply research, best practices and ongoing assessment to make informed decisions and to instill a habit of collaborative and lifelong learning in themselves and all students.
- Goal:** To assist in the development of future teachers as they become Collaborative Decision-Makers. To achieve that goal, we collaborate with university and school district faculty and administrators to provide sites for field work, coordinate a wide variety of outreach projects, maintain student records regarding Professional Standing of education majors, and seek grant funding that will strengthen teacher preparation programs.
- Objectives:** Introduce pre-service teachers to Best Practices.  
Empower pre-service teachers to be prepared to provide successful learning experiences for diverse needs of students in classrooms.  
Increase level of professionalism for teaching profession.  
Expand teaching/learning perspectives by including opportunities for education majors to student teach in urban, rural, and suburban locations.
- Methods:** Professional Standing One must be achieved before participating in any level of field experience.

**NOTE: No Shippensburg student is allowed to enter any public school building as part of a required field experience until copies of ALL clearances are on file with the appropriate department office. Remember also that clearances must be updated as necessary so they remain valid for the entire semester. Clearances are due by August 1 of each year.**

**Level One and Two Field Experiences:** During sophomore year, all certification candidates must document assigned hours of observation and exploration in a variety of classroom settings aligned with their area of certification. These hours are part of course requirements and occur in a variety of settings. These experiences may include tutoring, observing, team teaching, shadowing, interviewing and assessing students. At the completion of these experiences, candidates must apply for and achieve Professional Standing Two.

**Level Three Field Experiences.** During junior and senior years, certification candidates are assigned to school districts in different demographic settings. All certification candidates spend assigned hours working with small groups of students, teaching small groups of students and teaching some lessons to the entire class under the teacher's supervision. These placements are part of required courses for which there may be additional specific assignments.

**Level Four Field Experiences.** The capstone experience is student teaching, a 16-week, semester-long clinical practice in which certification candidates demonstrate teaching and assessment skills in school district classroom settings. Candidates are assigned to and mentored by appropriately certified school district teachers. Candidates are supervised and evaluated by university faculty/supervisors. Evaluation instruments include the Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice.

## SHIPPENSBURG UNIVERSITY TEACHER EDUCATION STANDARDS

(Extracted from the 2010 INTASC\* Draft Standards)

1. Learner Development and Differences
  - a. The teacher understands how children learn and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
  - b. The teacher uses understanding of individual differences and diverse communities to ensure inclusive learning environments that allow each learner to reach his/her full potential.
2. Content Knowledge
  - a. Understanding. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he/she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners.
  - b. Innovative Applications of Content. The teacher understands how to connect concepts and use differing perspectives to engage learners in critical/creative thinking and collaborative problem solving related to authentic local and global issues.
3. Instructional Practice
  - a. Assessment. The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to document learner progress, and to inform the teacher's ongoing planning and instruction.
  - b. Planning for Instruction. The teacher draws upon knowledge of content areas, cross-disciplinary skills, learners, the community, and pedagogy to plan instruction that supports every student in meeting rigorous learning goals.
  - c. Instructional Strategies. The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to access and appropriately apply information.
4. Professionalism
  - a. Reflection and Continuous Growth. The teacher is a reflective practitioner who uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (students, families, and other professionals in the learning community), and adapts practice to meet the needs of each learner.
  - b. Collaboration. The teacher collaborates with students, families, colleagues, other professionals, and community members to share responsibility for student growth and development, learning, and well-being.

\*INTASC refers to the Interstate New Teacher Assessment and Support Consortium - more info available at [http://www.ccsso.org/Resources/Programs/Interstate\\_Teacher\\_Assessment\\_Consortium\\_\(InTASC\).html](http://www.ccsso.org/Resources/Programs/Interstate_Teacher_Assessment_Consortium_(InTASC).html)

## QUESTIONS FREQUENTLY ASKED REGARDING FIELD EXPERIENCES

1. **Do I need to purchase and use LiveText?**
  - Yes, field service hours should be documented using LiveText as well as course assignments. Check with the LiveText Coordinator, Dr. Janice Minetola at 477-1345, regarding dates for training.
2. **Where can I student teach?**
  - School districts in Bedford, Dauphin, Cumberland, Franklin, Fulton, Adams, York, and Perry counties as well as Washington County, MD (for 8 weeks only). School districts in Lebanon and Lancaster counties may also be available under certain conditions. Additional sites may be available in specific situations through the other State System Universities.
  - You may **not** student teach in a district that you graduated from or in a district where you have relatives in any capacity in the school system.
3. **What additional experiences during freshman/sophomore/junior years help prepare me for student teaching?**
  - Many hours of community service working with children
  - America Reads Tutors
  - Chambersburg – Benjamin Chambers School – after school enrichment project
  - Working in summer camps for children and youth
  - Work-study experiences in Luhrs school
  - Day care centers
4. **What are Level One/Two field experiences?**
  - All certification candidates must document required hours of observation and exploration in a school settings. Specific assignments for these hours will be included in course syllabi.
  - All certification candidates must document hours in a variety of districts.
5. **Do I make my own Level One/Two placement in school districts?**
  - You may NOT call any school without completing paperwork through the Office of Field Experiences and Partnerships or without a university professor connecting you with a specific school.
6. **What is Level One Professional Standing?**
  - The Professional Standing Level One application enters you into the database in the Office of Field Experiences and Partnerships in the College of Education and Human Services.
  - Level One Professional Standing allows candidates to participate in Level One/Two field experiences listed above.
7. **How do I document my field experiences?**
  - Each department has different processes. All education majors need to document field hours in the Teacher Education Portfolio on LiveText. Call department secretary, at 477-1688 if you have questions.
  - Secondary field hours are documented through academic advisors and are verified to the Office of Field Experiences and Partnerships. The following faculty members serve as both academic advisors and as education advisors for secondary education majors. If you have an academic advisor in your department who is not

one of the faculty members listed below, please contact the education advisor for specific guidelines for field hours for your discipline.

Department	Advisors	E-Mail	Phone
Teacher Ed Dept.	Dr. Christine Royce	<a href="mailto:caroyce@aol.com">caroyce@aol.com</a>	477-1688
Livertext Coordinator	Dr. Janice Minetola	<a href="mailto:jrminetola@ship.edu">jrminetola@ship.edu</a>	477-1345
Art	Dr. Mark Moilanen	<a href="mailto:mbmoil@ship.edu">mbmoil@ship.edu</a>	477-1287
Business	Dr. Irma Hunt	<a href="mailto:ilhunt@ship.edu">ilhunt@ship.edu</a>	477-1607
English	Dr. Thomas Crochunis	<a href="mailto:tccroc@ship.edu">tccroc@ship.edu</a>	477-1031
English	Dr. Erica Galioto	<a href="mailto:edgalioto@ship.edu">edgalioto@ship.edu</a>	477-1017
English	Dr. Daniel Shiffman	<a href="mailto:DSShiffman@ship.edu">DSShiffman@ship.edu</a>	477-1518
Mathematics	Dr. Thomas Evitts	<a href="mailto:taevit@ship.edu">taevit@ship.edu</a>	477-1406
Mathematics	Dr. Debbie Gochenaur	<a href="mailto:dlgochenaur@ship.edu">dlgochenaur@ship.edu</a>	477-1360
Mathematics	Dr. David Kennedy	<a href="mailto:dikenn@ship.edu">dikenn@ship.edu</a>	477-1366
Modern Languages	Dr. José Ricardo	<a href="mailto:jgrica@ship.edu">jgrica@ship.edu</a>	477-1120
Science	Dr. Joseph Shane	<a href="mailto:jwshan@ship.edu">jwshan@ship.edu</a>	477-1572
Science	Dr. Richard Stewart	<a href="mailto:rlstew@ship.edu">rlstew@ship.edu</a>	477-1095
SS/Economics	Dr. Brendan Finucane	<a href="mailto:bpfinu@ship.edu">bpfinu@ship.edu</a>	477-1437
SS/History	Dr. Betty Dessants	<a href="mailto:badess@ship.edu">badess@ship.edu</a>	477-1263
SS/History	Dr. Susan Rimby	<a href="mailto:srrimb@ship.edu">srrimb@ship.edu</a>	477-1265
SS/History	Dr. Robert Shaffer	<a href="mailto:roshaf@ship.edu">roshaf@ship.edu</a>	477-1180
SS/Pol Science	Dr. Sara Grove	<a href="mailto:sagrov@ship.edu">sagrov@ship.edu</a>	477-1718
SS/Science/Geog	Dr. Jan Smith	<a href="mailto:jssmit@ship.edu">jssmit@ship.edu</a>	477-1757
SS/Science/Geog	Dr. William Blewett	<a href="mailto:wblew@ship.edu">wblew@ship.edu</a>	477-1685

## 8. What is Professional Standing Level Two?

- Obtaining Professional Standing Level Two is required before candidates can participate in the required hours of Level Three Field Experiences. The requirements to obtain Professional Standing Level Two status include having:
  - Completed English 101, English Composition, or its equivalent, and two college level mathematics courses, with a ‘C’ or better in all courses.
  - Completed Speech 100, Basic Oral Communication, with ‘C’ or better grade. Candidates identified as having speech difficulties must successfully complete prescribed speech therapy or reasonable accommodations as defined by the Social Equity Office.
  - Achieved a grade point average of at least 3.0 overall.
  - Passed PAPA (PECT Series) assessments in Reading, Math and Writing (**make sure scores are reported to Shippensburg University or provide scores to Office of Field Experiences and Partnerships if requested**)
  - Candidates for K-12 certifications (art, business, environmental education, French, Spanish) MUST also have passed the PRAXIS II Fundamental Subjects: Content Knowledge (0511 paper/pencil or 5511 computer-based) test before applying for Level Two Professional Standing.
- Candidates are notified by letter regarding their status and action plans are developed on an individual basis for those with deficiencies.

9. **What are Level Three Field Experiences?**
- Candidates must spend required hours in one or more field placements in this pre-student teaching experience within their particular area of certification. These experiences will be part of a designated class with specific assignments.
  - Responsibilities include working with small groups of students; teaching lessons to small groups of students; and teaching at least some lessons to the entire class.
  - Candidates are NOT left alone with the entire class during this experience.
  - The assigned university professor is expected to visit each candidate during each semester of Level Three Field Experiences.
10. **What is Professional Standing Level Three?**
- Candidates apply for Professional Standing Level Three by completing an application for student teaching. Applications for student teaching are required one academic year prior to when a student expects to schedule student teaching. **(One Application Conference is held the end of September each year.)**
  - Candidates receive letters regarding whether they qualify for student teaching. For those who are tentatively approved or disapproved, action plans are developed.
  - All D and F grades in courses required for teacher certification must be replaced with a C or better by retaking the course BEFORE student is eligible for student teaching.
  - All PDE mandated certification tests must be passed before the first day of the student teaching semester.
11. **What types of clearances do I need to complete prior to field placements?**
- **NOTE: No Shippensburg student is allowed to enter any public school building as part of field experience until copies of ALL clearances are on file with the appropriate department office. Remember also that clearances must be updated as necessary so they remain valid for the entire semester. Clearances are due by August 1 of each calendar year.**
  - An Act 34 Criminal record clearance is required. This application may be obtained online at <https://epatch.state.pa.us>. This clearance must be renewed each year as school districts will not permit a student to be placed in any field experience or in student teaching without this clearance.
  - An Act 151 Child Abuse Clearance is required. This application may be obtained online at <http://www.dpw.state.pa.us>. This clearance must be renewed each year as school districts will not permit a student to be placed in any field experience or in student teaching without this clearance.
  - A TB test is required as school districts will not permit a student to be placed in any field experience or in student teaching without this test. The test is good for two years (except for West Shore S.D.) and must be kept current. The Etter Health Center provides monthly clinic dates for this test for any education major. Dates are posted in the education department office and on-line at [www.ship.edu/COEHS/Field\\_Services/Clearance\\_Information/](http://www.ship.edu/COEHS/Field_Services/Clearance_Information/)
  - An FBI check is required as school districts will not permit a student to be placed in any field experience or in student teaching without this check. One FBI report is valid as long as a student stays continuously enrolled at Shippensburg (except

for Gettysburg S.D.). All information regarding process, policy, and fingerprinting locations may be found at [www.pa.cogentid.com](http://www.pa.cogentid.com)

- You need to sign an ACT 24 form each year. These are available on-line at <http://www.ship.edu/assets/0/153/1142/1146/8599590e-b890-4bc6-aa29-beb4c9093afc.pdf> or from the Field Experiences office - SPH 354
- You also need to be covered by a personal liability insurance policy. See #13 below for specific information

**12. What if my clearances come back with blemishes?**

- The university has a set of guidelines to help answer questions related to citations on clearance checks. Find it at [www.ship.edu/assets/0/153/1142/1146/55826d36-4ca4-47c5-8136-4a90405c7a40.pdf](http://www.ship.edu/assets/0/153/1142/1146/55826d36-4ca4-47c5-8136-4a90405c7a40.pdf)

It is recommended that you consult your attorney related to Section 111 (Background Checks of Prospective Employees) of the School Code of PA.

**13. Do I need liability insurance while student teaching?**

- Yes, you need to be covered by a personal liability insurance policy or join the Shippensburg University PSEA chapter to be covered through that organization. Contact Dr. Gwen Durham, faculty advisor to SUEA, at 477-1101. On-line application at [www.psea.org](http://www.psea.org).
- You may also contact Keystone Teachers Association at [www.keyta.org](http://www.keyta.org) or 717-763-1168 for liability coverage.

**14. What are some professional organizations or educational opportunities that could enhance my teacher certification program at Shippensburg University?**

Organization	Advisor	Website and or Phone
American Red Cross Cumberland Co School Project	Jackie Capriotti (Gr 4/5) Stacy Yurko (K,1,2,3)	<a href="mailto:jcapriotti@ccarcpa.org">jcapriotti@ccarcpa.org</a> <a href="mailto:syurkko@ccarcpa.org">syurkko@ccarcpa.org</a>
Kappa Delta Pi	Dr. Andrea Malmont; Dr. Cheryl Slattery	<a href="mailto:agmalm@ship.edu">agmalm@ship.edu</a> <a href="mailto:caslat@ship.edu">caslat@ship.edu</a>
Bridge for Kids	Dr. Kent Chrisman; Dr. Betty Dessants	<a href="mailto:jkchri@ship.edu">jkchri@ship.edu</a> <a href="mailto:badess@ship.edu">badess@ship.edu</a>
KSRA, Keystone State Reading Association	Dr. Lynn Baynum	<a href="mailto:lfbayn@ship.edu">lfbayn@ship.edu</a>
SUEA, Shippensburg University Education Association	Dr. Gwen Durham	<a href="http://www.psea.org">www.psea.org</a> to apply on-line <a href="mailto:gvdurh@ship.edu">gvdurh@ship.edu</a>
Chambersburg After School Programs	Nina Widmann	<a href="mailto:widmanin@chambersburg.k12.pa.us">widmanin@chambersburg.k12.pa.us</a>
SUCMLA - Collegiate Middle Level Association	Dr. Bob Ziegenfuss Dr. Becky Overholt	<a href="mailto:rgziegenfuss@ship.edu">rgziegenfuss@ship.edu</a> <a href="mailto:rsoverholt@ship.edu">rsoverholt@ship.edu</a>

**15. How do I obtain a teaching certificate?**

- Applications for PA teaching certificates are now handled exclusively on-line through a PDE developed and maintained system. You will receive specific instructions related to the Teacher Information Management System (TIMS) during your student teaching semester.
- The University must sponsor you for your initial teacher certification. However, to extend certification to some secondary areas you need only to pass the PRAXIS test in that content area. Areas where you may not extend certification without

completing a program include: Elementary Education, Early Childhood, Middle Childhood Education, Special Education, and Driver's Education.

**16. What teacher certification tests do I need to pass to be certified by PDE?**

- All teacher certification candidates are now required to pass the Pre-Service Academic Performance Assessment (PAPA) which is part of the PA Educator Certification Test (PECT) testing program from Pearson. This replaces the PPST (Praxis I) series which is no longer accepted by PDE.
- Early Childhood and Special Education certification candidates do NOT take any Praxis tests. All certification tests for these two certification areas take additional tests from the PECT series. These tests are offered only on-line at designated sites. Information and registration instructions can be found at <http://www.pa.nesinc.com/>
- Middle, Secondary, and K-12 certification candidates still take Praxis II exams. Some certifications take one Praxis II test, some certification areas take two Praxis II tests, and some certification areas take three Praxis II tests. Some of these tests are available on-line at designated testing centers, some are offered only in paper/pencil format on designated dates here on campus, and some are offered in both formats. The most current information can be found through ETS at: <http://www.ets.org/praxis/pa/requirements>
- The current testing information can also be obtained directly from PDE at: [http://www.portal.state.pa.us/portal/server.pt/community/testing\\_requirements/8638](http://www.portal.state.pa.us/portal/server.pt/community/testing_requirements/8638)

**SPECIAL ACCOMMODATIONS**

- If you have learning differences documented by a school psychologist and want assistance, you may apply for testing accommodations for the PECT and PRAXIS tests. This must be done through the Office of Disabilities Services in Horton Hall 120. Contact Paula Madey at 477-1364. Once paperwork is completed, you send the required information to the testing organization. More information is available at the alternative testing arrangements tab at <http://www.pa.nesinc.com> for the PECT tests or at <http://www.ets.org/praxis/register/disabilities> for the Praxis tests.
- If English is not your first language, you may apply for special testing accommodations. More information is available at the alternative testing arrangements tab at <http://www.pa.nesinc.com> for the PECT tests or at <http://www.ets.org/praxis/register/accommodations/plne> for the Praxis tests. Shippensburg is one of the test sites for the Praxis paper/pencil tests for those whose Primary Language is Not English (PLNE).

**CURRENCY OF PRAXIS SCORES**

- PECT and Praxis test scores remain valid for *ten (10) years in Pennsylvania*. After that time limit, tests must be retaken. EXCEPTION: PPST (Praxis I) and PAPA scores do not expire and remain valid indefinitely.

## SHIPPENSBURG UNIVERSITY'S STANDING

- PRAXIS test passage rates for all program completers

<u>Year</u>	<u>Shippensburg University</u>	<u>All Pennsylvania Institutions</u>
2007-2008	99%	98%
2008-2009	98%	98%
2009-2010	97%	95%

## QUESTIONS

- Contact Dr. Herbert L. Steffy at [hlsteffy@ship.edu](mailto:hlsteffy@ship.edu)

### **Shippensburg University All Teacher Certification Programs Criminal Background Check Information**

The purpose of this document is to provide guidance regarding the impact of state and federal criminal background check statutes on field experiences, student teaching, teacher certification and future professional educator employment. Shippensburg University (SU) teacher certification programs prepare teachers for PK-12 classrooms of the Commonwealth of Pennsylvania and other states by providing programs of preparation that include, among other activities, field experience activities and student teaching. SU maintains partnerships with local public and approved private school programs for the purpose of providing opportunities for the program specific requirements.

Recent amendments to the Public School Code of 1949 mandate student teacher candidates to provide the following background check information in a manner prescribed by the Pennsylvania Department of Education (PDE) prior to the start of their student teaching experience:

1. Pennsylvania State Police Request for Criminal History Record (Act 34)
2. Department of Public Welfare Child Abuse History Clearance (Act 151)
3. Federal Criminal History Record Information (Act 114)

Shippensburg University requires background checks for students in all field experiences prior to and including student teaching. Any student whose background checks are not completely clear will be required to meet with the Director of Field Experiences and Partnerships before being allowed to continue in any teacher certification programs.

Students enrolling in teacher certification programs and student teacher candidates should also be aware that some school districts have stringent policies that preclude students from being in the building for field experiences or as student teachers if any criminal citation is noted on a criminal background check. SU will abide by those district policies when making field experience and student teaching placements.

The University highly recommends that all students enrolling in teacher certification programs and student teacher candidates review the criminal background requirements of the Pennsylvania Department of Education as they are subject to change. The requirements and the procedures to

follow in order to secure criminal background information are set forth at the following PDE webpage:

[http://www.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_%28act\\_114%29/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493)

If a student has further questions or concerns about how these policies and requirements impact his/her future in the field of teacher education, the University highly recommends that additional legal counsel be obtained.

## **Frequently Asked Questions**

### **1. What are summary alcohol offenses?**

Summary offenses are the least serious of criminal offenses. The most common among college students are alcohol summary offenses. Examples include:

- Purchase, consumption, possession, or transportation of alcohol by a minor (also known as an Underage Drinking (UAD) offense)
- Misrepresentation of age (first offense)
- Public drunkenness

### **2. How does a UAD offense impact my plans related to teaching?**

Neither summary offenses nor expungements can be used in consideration of acceptance or denial of a state teaching certificate. Therefore, you will still be eligible for teacher certification. However, a school district may deny employment to an applicant based on **any kind** of past citation. Even though a UAD citation may not appear on a background check, it does remain on record with the police and can be accessed by any school district that chooses to search for the information.

### **3. What is a misdemeanor?**

A misdemeanor is a more serious offense than a summary offense, but a lessor crime than a felony. Misdemeanor offenses appear on a criminal background check. Alcohol misdemeanors include but are not limited to the following:

- Driving under the influence
- Purchasing and/or furnishing alcohol to minors
- Misrepresentation of your age to buy alcohol
- Carrying or manufacturing a false ID

### **4. How does a misdemeanor impact my future as a teacher?**

Individuals convicted of misdemeanors of the first degree are eligible to enroll as a student teacher candidate or be employed in a public or private school only if a period of five years has elapsed from the expiration of the sentence for the misdemeanor offense.

Individuals convicted more than once for an offense under 75 Pa. C.S. §3802(a), (b), (c) or (d) (relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree under 75 Pa. C.S. §3803 (relating to grading) are eligible to enroll as a student teacher candidate or be employed in a public or private school only if a period of three years has elapsed from the expiration of the sentence for the most recent misdemeanor offense.

#### **5. What is a felony offense?**

A felony offense is the most serious type of criminal offense. Individuals convicted of a felony offense of the first, second or third degree other than those listed below are eligible to be enrolled as a student teacher candidate or be employed in a public or private school only if a period of ten years has elapsed from the expiration of the sentence for the felony offense.

#### **6. What felony offenses prohibit student teaching and my future employment?**

Students planning to enroll in a teacher certification program are advised that certain criminal convictions preclude them from ever enrolling as a student teacher candidate or being employed as a teacher in the Commonwealth. Specifically, Section 111(e) of the Public School Code of 1949 precludes individuals convicted of a specific list of crimes from being a student teacher candidate or being employed in a public or private school. That list of crimes can be found on page 2 at the following URL:

[http://www.portal.state.pa.us/portal/server.pt/document/1195897/arrest\\_or\\_conviction\\_form\\_pdf](http://www.portal.state.pa.us/portal/server.pt/document/1195897/arrest_or_conviction_form_pdf)