

Clearance Information Packet

Start clearances right away do not procrastinate! Clearances can take up to 3 – 7 weeks to process.

Office of Partnerships, Professional Experiences, and Outreach
Shippensburg University
1871 Old Main Drive
Shippen Hall 354
Shippensburg, PA 17257

Phone number: 717-477-1487

Fax number: 717-477-4012

E-mail: fieldexperiences@ship.edu

Kelly Ile – Administrative Assistant
George Vaites - Director

Submit clearances using any of the methods below:

Submit your completed clearance packet to the OPPEO Office located in Shippen Hall 354.

Scan your completed clearance packet as a PDF format and email fieldexperiences@ship.edu

Fax the completed clearance packet to COEHS at 717-477-4012.

Mail your completed clearance packet to:

Shippensburg University
1871 Old Main Drive
Office of Partnerships, Professional Experiences, and Outreach
Shippen Hall 354
Attn: Kelly Ile, Administrative Assistant
Shippensburg PA 17257

Important Information About Your Clearances

Clearances are **not good** for 5 years when you are a student! Clearances must be current and up to date!

Required Clearances for Teacher Education:

1. Cover Sheet (See instructions for the link.)
2. Child Abuse Clearance (Act 151- See instructions for link. Example in the packet)
 - a. **Must be for EMPLOYMENT will not except volunteer.**
3. Criminal Record Check (Act 34 – See instructions for the link. Example in the packet)
 - a. **Must be for EMPLOYMENT will not except volunteer.**
4. Tuberculin Test (TB)

FBI Clearance (Act 114 – See instructions for the link and **Education Code**. Example in the packet) **NOTE: FBI clearances can only be done in the state of Pennsylvania (PA).**

- a. **Must be for EMPLOYMENT will not except Human Service.**
5. National Sex Offender Registry (See instructions for link. Example in packet)
 - a. **Can take up to 7 weeks to receive in the mail. Start today!**
6. Arrest/Conviction Report (Act 24 – See instructions for link. Example in packet)
7. Professional Liability Insurance (See instructions for link. Example in packet)
8. Handbook Acknowledgement Form (See instructions for link. Example in the packet)
9. Mandated Reporter Training (Act 126) is required for **all students** (See instructions for link)

Programs Requiring Clearances

- Education students and other majors enrolled in education courses that require a field placement. Must submit clearances.
- Art K-12 Certification Program
- C&I Graduate Program
- Dual Cert Program (PreK-4 and Special Ed.)
- Foreign Language K-12 Program
- Mid-Level Program (Grades 4-8)
- PreK-4 Program
- Secondary Certification Programs (Grades 7-12)
- Special Education Graduate Program
- STEM MAT Program
- Any other program requiring field hours in an early childhood/elementary, middle, or high school.
- Disability Studies minors who are not part of another program on this chart.

Important Notes

- Please read this information thoroughly to ensure your understanding of the requirements and procedures outlined within this “Clearance Information Packet “.
- Due to confidentiality guidelines, the **OPPEO cannot** fax, email, or mail clearances to students, school districts, or other educational institutes or businesses.
- There may be **additional** clearances requested depending on the class you are enrolled in or the organization where you may be placed.
- Monitor and read your emails for further information if additional clearances are needed.

Due Dates for Clearances

- **Spring semester clearances are due on January 2.** (Spring semester Student Teacher clearances are due sooner. You will receive an email with the date.)
- **Fall semester clearances are due on July 1.** (Fall semester Student Teacher clearances are due sooner. You will receive an email with the date.)
- Make sure your clearances are valid for the whole academic semester.
- Check the start and end dates of the semesters to know when you should start your clearances.
- Watch for emails from the fieldexperiences@ship.edu account about clearances.
- **Do not ignore emails from the Field Placement Office. If you are not sure why you are receiving the email, please ask.**

Prior to Submitting Clearances

- Obtain all clearances needed to complete your packet.
- Make at least two (2) photocopies of each clearance (one to submit and one to carry with you).
- Scan all clearances into one document and store an electronic copy for yourself.
- Carry copies of all clearances with you anytime you are in school.
- **OPPEO cannot** fax, email, or mail my clearances to the student any school district, or any other educational institute or business. Students are responsible for making copies of clearances and always keep them on hand. Do not leave clearances in the dorm or apartment over breaks.

Field Placement Information

- You are **not** permitted in a School District without having a complete and approved clearance packet submitted.
- Field placements are usually sent out the third week of the semester.
- You will **not** receive your field placement information until a complete and approved clearance packet has been submitted and approved.
- Review Field Placement Handbook.
https://www.ship.edu/globalassets/coehs/field_experience/acknowledgement-of-field-placement-expectations-handbook.pdf

Link To Clearance Submission Cover Sheet

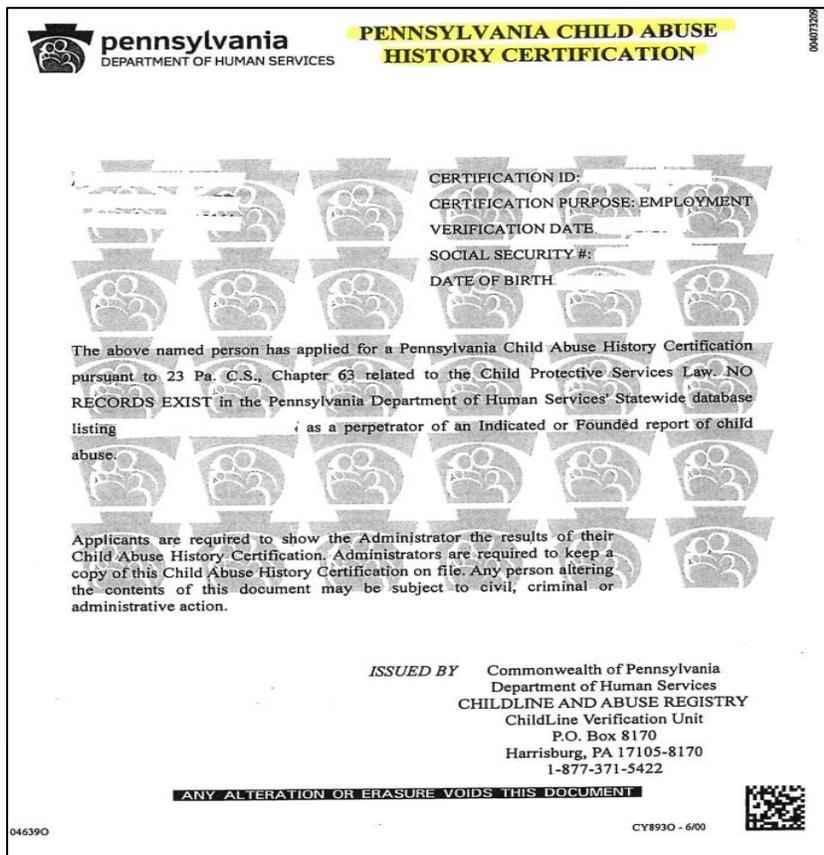
https://www.ship.edu/globalassets/coehs/field_experience/packet/clearance-submission-cover-sheet.pdf

Pennsylvania Child Abuse Clearance (Act 151)

NOTE: Must be for **EMPLOYMENT!** Volunteer versions of the Child Abuse Clearance will not be accepted by our school districts! Act 151 must be valid through the last day of the field experience/student teaching semester.

- The processing of this clearance may take up to **3-4 weeks** so plan accordingly.
- Child Abuse clearance can be obtained online at <https://www.compass.state.pa.us/cwis/public/home>
- Students must check “School Employment Governed by Public School Code” under Application Purpose
- Login or Create an Account
- Step-by-step PowerPoint Instructions/Directions are available at: https://www.ship.edu/globalassets/coehs/field_experience/packet/act-151-pennsylvania-child-abuse-powerpoint.pdf
- Follow directions and you will receive results via e-mail; you will be able to print the results.

Example of Pennsylvania Child Abuse Clearance (Act 151)



The image shows a sample form for Pennsylvania Child Abuse History Certification. At the top left is the Pennsylvania Department of Human Services logo. To the right, the title reads "PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION". Below the title, there are several fields for personal information: CERTIFICATION ID, CERTIFICATION PURPOSE: EMPLOYMENT, VERIFICATION DATE, SOCIAL SECURITY #, and DATE OF BIRTH. A large section of the form is filled with a repeating pattern of a family icon. Below this pattern, there is a paragraph of text stating: "The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing [redacted] as a perpetrator of an Indicated or Founded report of child abuse." Another paragraph below that states: "Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action." At the bottom right, it says "ISSUED BY Commonwealth of Pennsylvania Department of Human Services CHILDLINE AND ABUSE REGISTRY ChildLine Verification Unit P.O. Box 8170 Harrisburg, PA 17105-8170 1-877-371-5422". At the very bottom, there is a warning: "ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT" and a QR code.

046390

CY8930 - 6/00

Criminal Record Check (Act 34)

NOTE: Must be for **EMPLOYMENT**! Volunteer versions of the Criminal Record Check Clearance will not be accepted by our school districts!

- May take 2-4 weeks to be processed so plan accordingly.
- Criminal Record Check can be obtained online at <https://epatch.pa.gov/home>
- Click *Submit a New Record Check, Accept the Terms and Conditions, Individual Request, Reason for Request* **EMPLOYMENT**
- Step-by-step PowerPoint Instructions/Directions are available at: https://www.ship.edu/globalassets/coehs/field_experience/packet/act-34-criminal-history-powerpoint.pdf
- Applicants make sure you print the “official” Certification Form.

Example of Criminal Record Check (Act 34)

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TO WHOM IT MAY CONCERN:

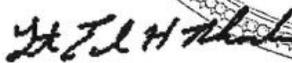
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: _____
Date of Birth: _____
Social Security #: _____
Sex: _____
Race: _____
Date of Request: _____
Purpose of Request: Employment
Maiden Name and/or Alias (1) _____ (2) _____
(3) _____ (4) _____

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R25521764 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972)

Certified by:



DISSEMINATED BY: SYSTEM

Lt. Earl Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

Tuberculin (TB) Test

TB Test must be valid through the last day of the field experience/student teaching semester.

Some school districts may require a yearly TB test. (Example: EEC 273 Franklin Learning Center) This will be managed on an individual basis. Once you have been assigned to a field placement, if you learn that your district requires a yearly TB test, please contact the Office of Partnerships, Professional Experiences, and Outreach.

- Valid for two years from the date of the test unless otherwise requested. (1 year for Franklin Learning Center.)
- TB tests are available through your primary care physician or Etter Health Center on campus.
- For TB testing information and times at Etter Health Center (717-477-1458), visit http://www.ship.edu/health_center/
- The TB Test verification form must include the student's name, the date of the test, the test results, the date results were read, and the physician's name on the report.
- **The TB Test Form can be found at:** https://www.ship.edu/globalassets/coehs/field_experience/packet/physician-certification-form-for-tb-test.pdf
- **Example of TB Test form on page 7** You do not have to use this form if your doctor's office provides all the information in the example.



Physician Certification Form for TB Test

Office of Partnerships, Professional Experiences, and Outreach

Shippen Hall 354
PH: 717-477-1487
Fax: 717-477-4012

Student's name _____

Student ID _____

Telephone number _____

Birthdate _____

_____ Tuberculosis Test Result. Must be read in millimeters and interpretation must follow the CDC guidelines.

Date applied: _____

Date read: _____

Result: _____(mm)

Interpretation: Pos or Neg

I certify that to the best of my knowledge, the information above is full, complete, and true.

Physician Signature _____
Date

Physicians Name (Print) _____

Name of Practice _____

Address _____

Phone _____

FBI Clearance (Act 114) – (For Education Only - Code 1KG6RT)

NOTE: FBI clearances can only be done in the state of Pennsylvania (PA).

Act 114 must be valid through the last day of the field experience/student teaching semester.

Important Note: If for some reason you are not able to print your results the OPPEO can view your results when you provide the UEID# located on the receipt. The OPPEO can only view results that have used the Education Code.

Our office will not accept clearances from The Department of Human Service code.

- It may take **4 weeks** to receive your clearance results so plan accordingly.
- You must be registered with Identigo at: <https://uenroll.identigo.com/>
- Enter Service Code 1KG6RT prior to having your fingerprinting done.
- Step-by-step PowerPoint Instructions/Directions are available at:
https://www.ship.edu/globalassets/coehs/field_experience/packet/act-114-fbi-clearance-powerpoint.pdf
- You will receive an email with a link to view your “unofficial” results. When you open this link, PRINT and SAVE/SCREENSHOT the results because you may not be able to access this page again.

See examples of FBI clearance on Page 9. Must submit both pages 1 and 2.

Example of FBI Clearance (Act 114) – Fingerprinting

Example: Act 114
Education
#: 1KG6RT

Pennsylvania Department of Education
School Services Unit
333 Market Street
Harrisburg, PA 17126-0333

Page 1

Page 1
FBI

UE ID:
Dear

Enclosed is the ~~unofficial~~ copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: www.education.pa.gov. The PDE's School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolService@pa.gov.

Unofficial Copy - Applicant Use Only

CIVIL APPLICANT RESPONSE

ICN E202119000000015747 CIDN OCA PAAV
MNU ----- DOB
TNIBT009Z IDEMIA SEX RAC HGT

RESTON VA 2021/07/08
A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST
DATA CJIS DIVISION
2021/07/08 FEDERAL BUREAU OF INVESTIGATION

Page 2

Page 2

Unofficial Copy - Applicant Use Only

TNIBT009Z
IDEMIA
STE 1800
11951 FREEDOM DR
RESTON, VA 20190

**For Education
ONLY**

Code: 1KG6RT

National Sex Offender Registry Verification – Takes 7 weeks to get back

- Check Individuals working for a Regulated Childcare Provider.
- Make sure you enter your complete mailing address. The certificate is mailed to you.
- Your signature must be handwritten, and you must enter your complete mailing address.
- Scan the completed application and email to RA-PWNSOR@pa.gov
- In the subject line of the email type **NSOR Verification Last Name, First name.**
- It can take 7 weeks to receive a certificate in the mail.
- No cost for this clearance. Make sure you email the application to the email address in the instructions below.
- Link to National Sex Offender Registry Verification Form:
https://www.ship.edu/globalassets/coehs/field_experience/packet/national-sex-offender-clearance-form.pdf

Example of National Sex Offender Registry Verification

 **pennsylvania**
DEPARTMENT OF HUMAN SERVICES

STATUS DATE:

The Pennsylvania Clearance Verification Unit processed your **National Sex Offenders Registry** application and based on 45 CFR 98.43:

YES, according to 45 CFR 98.43, you can work for or reside in a regulated Child Care Provider or facility.

NO, according to 45 CFR 98.43, you cannot work for or reside in a regulated Child Care Provider or facility.

You may request a duplicate copy of this letter from the Department of Human Services, Clearance Verification Unit in writing using the address listed below. The verification is valid for five years from the date of printing. If you are questioning the accuracy of this response, contact the Clearance Verification Unit at 1-877-371-5422.

Respectfully,
Clearance Verification Unit

Office of Children, Youth and Families
ChildLine and Abuse Registry | ChildLine Clearance Verification Unit
P.O. Box 8053 | Harrisburg, PA 17105-8053 | 1.877.371.5422 | F: 717.525.5455 | www.dhs.gov

CY 1001 5 4Q1 

Act 24 Arrest/Conviction Report and Certification Form

Act 24 no cost for this clearance but must be done each year.

If anything changes, you must notify us within 72 hours.

- Must be signed with a written signature and date each year.
- Form is available online at http://www.ship.edu/globalassets/coehs/field_experience/act_24_and_act_82_arrest_and_conviction_report_form.pdf
- Form is also available in the Office of Partnerships, Professional Experiences, and Outreach – Shippen Hall – Rm 354.

Example of Act 24 Arrest/Conviction Report and Certification Form

1 of 3

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____ Date of Birth: ____/____/____
Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature _____
Date

PDE-6004 03/01/2016

Professional Liability Insurance

Liability Insurance must be valid through the last day of the field experience/student teaching semester.

NOTE: For the Fall semester you cannot buy next year until April 1st.

Insurance is mandatory for all students. You only need to pick one insurance.

- If you can purchase the number of years left in the program, it is most cost-effective.
- Student membership in PSEA or KEYTA provides this insurance.
- PSEA – Join online at <https://www.psea.org/about-psea/how-to-join/student-registration/>
- KEYTA – Join online at <https://www.keyta.org/protection/membership-classifications/>
- Submit the email you receive showing the membership dates.

Mandated Reporter Training (Act 126)

The free and PDE-recognized Mandated Reporter Training can be completed at <https://www.reportabusepa.pitt.edu/>

Must submit a copy of the certificate with your clearances. Save a copy for your records!

INSTRUCTIONS FOR MANDATED REPORTER TRAINING

- Click on the link <https://www.reportabusepa.pitt.edu/>
- Click on “Don’t have an account? Click here” button.
- Fill out the information shown.
- Click **NO** for (Are you currently licensed or will you be applying for a license within the next 6 months.)
- Click **NO** for (Are you an Educator seeking Act 126 and or Act 48 credits.)
- Check the box that says, “By selecting "No", I acknowledge my information will NOT be sent to the Department of State for initial licensure, license renewal, or license reinstatement”.
- Click the submit button.
- You will be given your username and password at the bottom of the screen.
- Log in with that information click the “Access your course button” and begin the course.

Handbook Acknowledgement Form

Office of Partnerships, Professional Experiences, and Outreach
College of Education and Human Services
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299
Office 717-477-1487
Fax: 717-477-4012



Acknowledgement of Field Placement Expectations (To be submitted with your Clearance Cover Sheet)

As an education major at Shippensburg University, I understand that there are many responsibilities to which I must attend in order to successfully complete the program and become a certified teacher in the State of Pennsylvania. I have read the Field Experience Handbook carefully and understand the content. I have read the guidelines concerning **clearance requirements, dispositions, field experience procedures, and the tracking of those field experiences**. I understand that I must be proactive and timely as I work to comply with the necessary field requirements outlined in this handbook to be **eligible** to continue through the program. **Failure to do so may result in removal from the teacher education program.**

I understand that I will have access to privileged and confidential information while participating in field experiences. I agree to maintain confidentiality and professionalism in all circumstances relating to the people I meet in the field, the school districts with which I participate, and the information and data with which I am entrusted. This statement of confidentiality encompasses all communication venues including on-line media such as email, Facebook, YouTube, Twitter, blogs, etc. I recognize the appropriate channels by which I can communicate concerns relating to my participation in the field. I understand that the director of the OPPEO, my department chair, or education faculty/supervisors are all appropriate professional resources and will welcome my questions and concerns. Because the consequences of breaching confidentiality are potentially very costly to the individuals involved and to the education program, **I understand that my failure to abide by this statement may result in removal from the teacher education program.**

My signature below signifies my understanding and willful compliance with the policies and procedures established in this handbook, as well as the overall expectations of Shippensburg University and the Pennsylvania State Department of Education.

Printed Name: _____ Major: _____

Student ID #: _____ Anticipated Graduation Semester: _____

Student Signature: _____ Date Signed: _____

For OPPEO Use:

Date Submitted to Office: _____

Notes: