Shippensburg University
Field Placement Office
Clearance Information

Cover Sheet (See instructions for link. Example attached)
Child Abuse Clearance (Act 151- Example attached)
Criminal Record Check (Act 34 – Example attached)
Tuberculin Test (TB)
FBI Clearance (Act 114 – Example attached)
National Sex Offender Registry (See instructions for link. Example attached)
COVID Vaccination Card (only applicable to those students who are vaccinated)
Arrest/Conviction Report (Act 24 – Example attached)
Professional Liability Insurance

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

Phone number: 717-477-1487
Fax number: 717-477-4012
E-mail: fieldexperiences@ship.edu

Candace Claar – Director
Kelly Ile – Administrative Assistant
Important Information About Your Clearances

Note: Clearances are not good for 5 years!

Additional Clearances

- 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 on January 7, 2022. (Spring semester Student Teacher clearances are due sooner. You will receive and email with the date.)
- Fall semester on July 22, 2022. (Fall semester Student Teacher clearances are due sooner. You will receive and email with the date.)
- Make sure your clearances are valid for the whole academic semester.
- Check 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 a school.

Important Note: Due to confidentiality guidelines, the OPPEO cannot fax, email or mail clearances to students, school district, or other educational institute or business.

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 clearances packet has been submitted and approved.

NOTE: Start clearances right away do not procrastinate! Clearances can take up to 3 – 4 weeks to process.
How & Where Do I Submit My Clearances?

- You may submit the clearances using any of the following methods:
  - Submit the completed clearance packet to the OPPEO Office in Shippen Hall 354.
  - Scan the completed clearance packet in PDF format to fieldexperiences@ship.edu.
  - Fax the completed clearance packet to COEHS at 717-477-4012.
  - Submit your completed clearance packet in the mail.

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

- You will be contacted to return to the OPPEO Office and pick up your clearance packet if it is incomplete. Our phone number is 717-477-1487.

Programs Requiring Clearances

Education students and other majors enrolled in education course that requires 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.
Required Clearances for Teacher Education

Clearance Submission Cover Sheet

https://www.ship.edu/globalassets/coehs/field_experience/clearance-submission-cover-sheet-002.docx

Must be the first page of your clearance packet!

Example of Clearance Submission Cover Sheet

Clearance Submission Cover Sheet

When submitting clearances, each student must complete this cover sheet, and submit the packet as indicated below. Clearances Packets are due for the Spring semester on January 7th 2022. Fall semester is due on July 22, 2022. Make sure your clearances are valid for the whole semester. Check start and end dates of the semesters.

Name: ___________________________ Today’s Date: ___________________________

Ship email address: ___________________________ Phone: ___________________________

SUID: ___________________________

Program in which you are enrolled (check one):

UNDERGRADUATE Programs:
- PreK-4 Program
- Dual (PreK-4 & Special Education) Program
- Mid-Level (Grade 4-8) Program
- Secondary (Math, Soc. St., English, Science) Program
- Art or Modern Languages K-12 Certification Program
- Other ___________________________

GRADUATE Programs:
- Curriculum & Instruction Graduate Program
- Special Education Graduate Program
- STEM MAT Graduate Program
- Other ___________________________

Before submitting this coversheet with your clearances, please initial each line verifying the following:

___ I verify that I have attached to this cover sheet COPIES of clearances/required documentation listed below:

- Act 151 Child Abuse Clearance - valid through the whole academic year
- Act 34 Criminal Record Check - valid through the whole academic year
- TBR results (PPD Mantoux test) — valid for two years unless otherwise requested
- Act 114 FBI clearance - valid through the whole academic year and is for Education
- Act 114 FBI clearance - valid through the whole academic year only needed if enrolled in ECH 570 course for Human Services
- Copy of COVID vaccination card (only applies to student that have the vaccination)
- National Sex Offender Registry Certificate
- Act 24 and Act 81 Arrest/Conviction Report - valid through the whole academic year
- Professional Liability Insurance — expiration date on PSEA or KEYTA membership card/email

___ I verify that all of the attached clearances are valid through the whole academic year.

___ (IMPORTANT!!) I verify that I have made copies of all of my clearances for my records to keep on hand.

___ I understand that due to confidentiality guidelines that the OPPEO cannot fax, email or mail my clearances to the student or any school district or any other educational institute or business.

<table>
<thead>
<tr>
<th>SUs education students enrolled in</th>
<th>To whom should students submit clearances?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- PreK-4 Program</td>
<td>Clearances can also be faxed, emailed, or mailed to:</td>
</tr>
<tr>
<td>- Dual Cert Program (PreK-4 and Special Ed.)</td>
<td>Shippensburg University</td>
</tr>
<tr>
<td>- Mid-Level Program (Grade 4-8)</td>
<td>1871 Old Main Drive</td>
</tr>
<tr>
<td>- Cail Graduate Program</td>
<td>Office of Partnerships, Professional</td>
</tr>
<tr>
<td>- Special Education Graduate Program</td>
<td>Experiences, and Outreach</td>
</tr>
<tr>
<td>- Secondary Certification Program (Grade 7-12)</td>
<td>Shipher Hall 354</td>
</tr>
<tr>
<td>- STEM MAT Program</td>
<td>Attn: Kelly Ille, Administrative Assistant</td>
</tr>
<tr>
<td>- Art K-12 Certification Program</td>
<td>Shippensburg, PA 17157</td>
</tr>
<tr>
<td>- Modern Languages K-12 Certification Program</td>
<td>Phone: 717-477-1407</td>
</tr>
<tr>
<td>- Any other program requiring field hours in an early childhood/elementary, middle, or high school</td>
<td>Fax: 717-477-4032</td>
</tr>
<tr>
<td>- Disability Studies minors who are not part of another program on this chart</td>
<td><a href="mailto:fieldexperiences@ship.edu">fieldexperiences@ship.edu</a></td>
</tr>
</tbody>
</table>

Office of Partnerships, Professional Experiences, and Outreach April 2022
Pennsylvania Child Abuse Clearance (Act 151)

Act 151 must be valid through the last day of the field experience/student teaching semester.

(NOTE: Volunteer versions of the Child Abuse Clearance will not be accepted by our school districts! This clearance must be for employment!)

- 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/act_151_criminal_history_powerpoint___pdf.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 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 the above named person as a perpetrator of an Indicated or Found child abuse.

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.

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

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT
Criminal Record Check (Act 34)

Act 34 Background Clearance must be valid through the last day of the field experience/student teaching semester.

(NOTE: Volunteer versions of the Criminal Record Check Clearance will not be accepted! Must be for employment!)

- May take two to four weeks to be processed so plan accordingly.
- Criminal Record Check can be obtained online at https://epatch.state.pa.us
- Click Submit a New Record Check, Accept the Terms and Conditions, Individual Request, Reason for Request EMPLOYMENT
- Step-by-Step Power Point Instructions/Directions are available at:
  https://www.ship.edu/globalassets/coehs/field_experience/act_34_criminal_history_powerpoint___pdf.pdf
- Applicants make sure you print the “official” Certification Form.

Example of Criminal Record Check (Act 34)
Tuberculin (TB) Test

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

Note: Some school districts may require a yearly TB test. This will be handled 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 date of test unless otherwise requested.
- 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, visit http://www.ship.edu/health_center/
- The TB Test verification from must include the student’s name, date of test, and the test results, date results were read and the physician’s name on the report.

Note: If needed visit:

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

**Note: 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 IdentoGO at: [https://uenroll.identogo.com/](https://uenroll.identogo.com/)
- **Enter Service Code** 1KG6RT prior to having your fingerprinting done.
- **Step-by-Step Power Point Instructions/Directions are available at:**
  [https://www.ship.edu/globalassets/coebs/field_experience/act_114_criminal_history_powerpoint.pdf](https://www.ship.edu/globalassets/coebs/field_experience/act_114_criminal_history_powerpoint.pdf)

**NOTE:** 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.

**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.
Example of FBI Clearance (Act 114) – Fingerprinting

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

UFR:

Dear

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

Applicants for employment at the public school or private school or their contractors must include their UF ID number with their employment application. The Administrator of the public school or private school will use your UF ID number to locate your CHRI. The Attorney General will review the CHRI and determine if it is in the best interest of the Commonwealth to grant your request. 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 updated five years from the date you were fingerprinted.

Information on Pennsylvania's school background checks 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 Executive Office of School Services Unit oversees the process, and can be contacted at: PA-PDE-SchoolServices@pa.gov.

Page 1

For Education ONLY

Code: 1KG6RT

Page 2
National Sex Offender Registry Verification

Note: Allow 4 to 6 weeks to receive certificate.

NOTE: No cost for this clearance. Make sure you email the application to the email address in the instructions below. This clearance does take time to get back.

NOTE: Your signature must be handwritten.

- [https://www.ship.edu/globalassets/coehs/field_experience/national_sex_offender_registry_clearance.docx](https://www.ship.edu/globalassets/coehs/field_experience/national_sex_offender_registry_clearance.docx)
- Check Individual working for a Regulated Child Care Provider.
- Double check your signature is handwritten. Will not process without handwritten signature.
- 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.

Example of National Sex Offender Registry Verification
Act 24 Arrest/Conviction Report and Certification Form

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

NOTE: If anything would happen to change, you must notify us within 72 hours.

- Must be signed with 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
Professional Liability Insurance

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

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

- If you are able to 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.

Vaccination Card

**NOTE:** If you turned your information into the COVID office. We do not have access to your information or copies of your card. Please submit a copy to our office for field or student teacher placement.

Provide a copy of your vaccination card and booster (as applicable).

This only applies to students that have the vaccination.
Additional Clearances needed for ECH 370 course only!

NOTE: ECH 370 COURSE ONLY NEED TO COMPLETE THE ADDITIONAL CLEARANCES BELOW.

Childcare Staff Health Assessment Form

You will receive this form as an attachment in an email.

**FBI Clearance (Act 114)**
*(For Human Service Only for ECH 370 course - Code 1KG756)*

**NOTE:** FBI Clearance (Act 114) – For Human Service may take up to 4 weeks to receive. The certificate is mailed to you.

- FBI Clearance (Act 114) – for Human Service Code – **1KG756** (Department of Human Service Code)
- Act 114 must be valid through the last day of the field experience/student teaching semester.
- You must be registered with IdentoGO at: [https://uenroll.identogo.com/](https://uenroll.identogo.com/)
- **Enter Service Code 1KG756** prior to having your fingerprinting done.
- Power Point Step-by-Step Directions are available at: [https://www.ship.edu/globalassets/coehs/field_experience/act_114_criminal_history_pow erpoint.pdf](https://www.ship.edu/globalassets/coehs/field_experience/act_114_criminal_history_powerpoint.pdf)

**NOTE:** The OPPEO Office cannot look up your results as we cannot access this database; therefore, it is imperative that you give yourself enough time to receive the results. Your results will be sent to through the mail. Please make sure you put your correct mailing address.
Example of Human Services FBI Fingerprinting
For Students Enrolled in ECH 370 ONLY
Code: 1KG756

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history check as of 01/12/2022:

☐ ELIGIBLE: You are permitted to work or volunteer with children.
☐ INELIGIBLE: You are not permitted to work or volunteer with children.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from five years following receipt of verification by making written request to the address listed below.

Respectfully,
Clearance Verification Unit