

# FRANKLIN LEARNING CENTER

## FIELD PLACEMENT INFO



**Do not throw this away, it has all the answers!**

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WHAT IS THE FRANKLIN LEARNING CENTER?

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To meet the requirements for EEC 273 course you are required to observe at the Franklin Learning Center for 12 hours throughout this semester. The Franklin Learning Center is a public-school facility that provides special education services to students with special needs.

The Franklin Learning Center serves students aged 3-21 with a free and appropriate public education according to state and federal regulations in the following programs:

- Autistic Support (AS)
- Emotional Support (ES)
- Life Skills Support (LSS)
- Preschool
- Multiple Disabilities Support (MDS)

Educational-based support and therapy expertise is available for the student population in several areas:

- Assistive Technology
- Blind/Visually Impaired Support
- Deaf/Blind Program
- Psychological Services
- Deaf/Hard of Hearing Support Program
- Speech Therapy
- English as Second Language (CASD)
- Occupational Therapy/Physical Therapy
- Work Experience & Transition Coordination

In addition, many adaptive and unique learning innovations are incorporated into daily instruction such as:

- Adaptive Art Education
- Adaptive Music Appreciation
- Aquatics and Adaptive Physical Education
- Independent Living Skills Apartment
- Kitchen Laboratory
- Pre-Vocational Skills Laboratory
- Science Laboratory
- Sensory Garden
- Sensory Rooms
- Transition/Community-Based Instruction

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## WHAT ARE CLEARANCES AND WHY DO YOU NEED THEM?

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Pennsylvania State laws **REQUIRE** that adults who have direct contact or routine interaction with anyone under 18 years of age obtain clearances. This ensures the protection of children and adults. You are required to get the following clearances **BEFORE** you can sign up for any Observation Hours or Field Experiences.

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## WHAT CLEARANCES WILL YOU NEED?

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### You will need the following clearances:

1. Act 151: Child Abuse Clearance (Example pg. 4)
2. Act 34: PA Criminal Record Check (Example pg. 4)
3. TB Test: Tuberculin Skin Test
4. Act 114: FBI Clearance (Example pg. 4)
5. Act 24/82: Arrest/Conviction Report
6. Professional Liability Insurance:

If you are an international student, your clearance applications will ask you for a Social Security Number which is typically given to U.S. Citizens and individuals with permanent visas. **If you do not have a Social Security Number, enter your Passport Number, and then add ZEROS until you reach a total of 9 numbers.** This can be done any time you are asked to input your Social Security Number.

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## WHAT ARE THE PROCEDURES TO SUBMIT CLEARANCES?

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1. You **MUST** complete and obtain your clearances **BEFORE** you can schedule your observation hours.
  - a. All 6 clearances must be valid through the end of the academic year.
  - b. Double check with the Office of Partnerships, Professional Experiences, and Outreach before you assume that your clearances are good to go.
2. You **Must** make a copy of all your clearances and put them in a designated folder for your own records.
3. The Office of Partnerships, Professional Experiences, and Outreach must have a hard copy of your clearances on file. You can email or drop off a hard copy of your clearance to the Field Office.
  - a. Shippen 354: Submit to office staff or drop box labeled in hallway outside of the office.
  - b. [fieldexperiences@ship.edu](mailto:fieldexperiences@ship.edu).

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## WHAT DO THE CLEARANCES LOOK LIKE?

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Complete clearance information can be found in the OPPEO's Clearance Information Packet and website. We know that Act 34, Act 151, and Act 114 can be challenging to navigate, so the following images show what each one will physically look like as a guide. If you have questions about accessing and completing these, reference the Clearance Information Packet or website, then contact our office. We are happy to assist you!

ACT 151

Act 151



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

CERTIFICATION ID:
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE
SOCIAL SECURITY #
DATE OF BIRTH:

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 a perpetrator of an Indicated or Founded report of 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

ACT 114 (PG. 1)

Page 1

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

Must submit both pages

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.

ACT 34

Act 34

Print Save Back

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TELEPHONE

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

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR 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/RCSstatusSearch.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:

Signature of Lt. Earl Rhoades

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

ACT 114 (PG. 2)

Page 2

Results page

CIVIL APPLICANT RESPONSE

REGION VA
A SEARCH OF THE FINGERPRINTS ON THE ABOVE INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA.
DATE: 02/23/2017
OFFICE DIVISION: FEDERAL BUREAU OF INVESTIGATION

INTRUDER
EDMUND LUMEN & SECURITY
EDMUND LUMEN SEC USA LLC
SUITE 1000
11501 FREEDOM DRIVE
RESTON, VA 20190

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# HOW DO YOU APPLY TO OBSERVE AT THE FLC?

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It is your responsibility to apply to the Franklin Learning Center for your Field Placement Observations.

To do so, please follow the following easy steps:

1. Go to <https://www.iu12.org/domain/48> and click on “Employment” at the top of the screen. This is in large white letters with a blue band next to “Schools & Locations.”
2. Click “Current Job Openings” on the right side of the screen under, “Employment.”
3. Click “Start an Application for Employment” under the grey “External Applicants” tab in the middle of the screen.
4. A new window will pop up. “Welcome, New Applicant!” Do not be alarmed.
5. Click “Start – begin process” on the right side of the new window. (Note: If you already have an account click Login -to existing account.)
6. Fill out the information in the appropriate sections and click “Next.” This will be name, Ship email address, and you will create a password.
7. Next, you will be asked “Are you currently an employee of Lincoln Intermediate Unit No. 12 or applying to become a Substitute/Guest Teacher?” **Select No**
8. One the next page fill in your address. Your **Permanent Address** would be your **home address** and your **Present Address** would be your **SHIP address**. Input your phone number.
9. The next screen Under the section “Educational Placement” in bold letters, you will select, **Job ID 3206** (Non-paid Educational Placement Request (for College/University Students only). Click on the box and a check mark will appear. Another question will appear “How many years of experience do you have in similar positions? Click on the drop-down arrow and select “0 Years” Then click “Next Page in bottom right-hand corner of screen.” Note: You might have to click the “Next Page” more than one time until it scrolls through all the jobs.
10. This next page is optional. If you are interested in future job openings at the FLC select those of interest, if not, click “Next Page in bottom right-hand corner of screen.”
11. Upload your PA Child Abuse History Clearance, your PA State Police Criminal Record Check, TB Test, and your FBI Criminal Background Check separately in their designated Add File(s) location. **NOTE: FBI clearance you must upload both pages. Page 1 letter with UEID#, Page 2 results.**
12. Next screen you must complete each question and at the bottom of the page check that you agree with the terms.
13. Input your school information:
  - *Shippensburg University*
  - *The professor of the course that requires the field placement.*
  - *For EEC 273 you are required to complete 12 hours.*
  - *Put “to allow a student to observe classroom.”*
  - *Franklin County*
  - *Grade level you are getting certified in.*
  - *Ex. Special Education K-12*

- Your estimated start day is the day after you apply and are approved. (Put the start of the semester date.)
- The end date is the last day of the month prior to the semester ending.
- To observe the classrooms and better understand how a special education classroom function.
- Click "Next Page"

14. The next page just tells you how to complete your clearances, which you know how to do.
15. The last page is a confirmation. Review the information, then click finish and submit.
16. You will receive an email from the FLC thanking you for applying.
17. A couple of days later, you will receive an email from the Intermediate Unit (IU) stating that you are approved for your field placement. Once you have received these emails go to the next step below.

## HOW DO YOU SCHEDULE YOUR OBSERVATION HOURS?

The Franklin Learning Center allows observations during **three time slots** on school days. This is because their lunch and end of day routines are often busy, hectic and require all-hands-on-deck to get students fed and ready for dismissal. Only one (1) Shippensburg University student can observe during a time slot per teacher (there are 24 teachers).

The time slots are as follows:

1. 9:00AM-10:00AM
2. 10:00 AM-11:00 AM
3. 1:00 PM-2:00 PM



**ONLY 3 TIME SLOTS/DAY!**

We understand that each of you has a very busy schedule, so it is best to get your clearances completed and your observations scheduled as soon as possible. **Once you have completed your clearances AND received the FLC Clearance approval email, follow these steps:**

1. **Look at your schedule and ask yourself: When can I practically attend observations? What dates and times work best with my schedule?**
  - a. Know the schedule for your classes and extracurricular activities and make a list of the dates and times you are available to complete your observations.
  - b. Know how many hours you must complete for each class.
    - i. Each student in EEC 273 must complete 12 observation hours at the Franklin Learning Center (FLC) to meet the class requirements.
  - c. Keep in mind that class assignments need to take priority over social or extracurricular activities.
  - d. Some students like the availability to sign up over fall or spring break (as applicable). Sign-up early for these dates though because these days fill up quickly.
2. **Determine which teachers you would like to observe.**
  - a. There are content-specific classes for individuals with disabilities such as music, art, and physical education.
  - b. Students who sign up for the last two-time blocks with Ms. Kemp, Physical Education Teacher, will be assisting in the swimming pool; therefore, a swimsuit will be needed.

3. Sign up on the Google spreadsheet that will be e-mailed to you from [fieldexperiences@ship.edu](mailto:fieldexperiences@ship.edu). The schedule will be read only after a certain period of time; therefore, it is important that you follow the schedule.
  - I. The spreadsheet is frozen each Thursday at 8 a.m. for the following week.
  - II. **Note:** you can still sign up for the following weeks.

**NOTE: DO NOT REMOVE OR MOVE OTHER STUDENTS' NAMES ON THE GOOGLE SPREADSHEET. TO SUIT YOUR SCHEDULE OR NEEDS. WE CAN TELL IF YOU MOVE OR REMOVED SOMEONE. DOING THIS CAUSES THE FRANKLIN LEARNING CENTER EXTRA WORK ALONG WITH EVERYONE ELSE.**

4. Only in extreme extenuating circumstances should the schedule not be followed.

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## WHAT ARE SOME OTHER FREQUENTLY ASKED QUESTIONS?

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1. **What do we wear to our observations?**

Professional attire is the most appropriate way to dress for your observations. Be sure to wear clothing you would wear to any teaching position you might get in the future. You might want to consider wearing comfortable clothing and shirts with a higher collar. Additionally, pants or slacks might be more comfortable.

2. **What do we do if we miss a day of observations?**

You are responsible for keeping track of your hours and ensuring that you complete 12 hours. If you need to miss a day of observation, it is your responsibility to call the FLC, email your professor and email the Office of Partnerships, Professional Experiences, and Outreach. If you miss your observations because you “forgot” or “overslept” you will not be able to make up your observations. This is extremely important. The only acceptable excuses for missing your observations are illness and emergencies (i.e., Family emergency or your car broke down on the way).

3. **How do we find out if the FLC has a delay or is closed?**

You are responsible for figuring this out. To do so, look on the Franklin Learning Center’s website, or any local news website:

- [Http://www.iu12.org/pages/Lincoln\\_IU\\_12/Our\\_Schools\\_\\_\\_Locations/The\\_Franklin\\_Learning\\_Center](http://www.iu12.org/pages/Lincoln_IU_12/Our_Schools___Locations/The_Franklin_Learning_Center)
- [Https://www.abc27.com/closings](https://www.abc27.com/closings)

4. **What do we do if there is a delay or closure?**

You will need to reschedule the hours that have been missed due to the delay or closure.

5. **What if we can’t make it to our observation?**

If you need to cancel your scheduled observation it is imperative that you call the Franklin Learning Center to inform them that you will not be in attendance. Additionally, you will need to inform your professor and the OPPEO Office. Please be aware that many students need to complete these observations, thus, rescheduling is EXTREMELY DIFFICULT. The only acceptable excuses for missing an observation are illness with a doctor’s note or serious emergency (i.e., a car breakdown on the way there, a family crisis). Rescheduling because “something came up” is NOT an option.

6. **What if I don’t have transportation to get to the FLC?**

This is something that you need to speak with your professor about IMMEDIATELY. Luckily, many other students need to complete the observation hours and could be of aid to you; however, it is your responsibility to discuss this with your professor so that they can assist you.



**7. What if I can't pay for my clearances?**

Please talk with your professor about this as soon as possible. Our goal is to help you succeed, but we can only help you if we know you need it!

**8. What if there is something on my clearances that might prevent me from completing my observations?**

Again, it is your responsibility to discuss this with your professor to decide a course of action. We are here to collaborate with you and want to see you succeed. Please reach out ASAP if you are unsure or if you know that something will come up on your clearances.

**9. What should I bring to my observations?**

We suggest that you bring the least number of personal items into the Franklin Learning Center as possible. This helps limit distractions in the classroom. We do recommend that you have a copy of your clearances with you, a notebook for any observation notes and your driver's license or I.D. We do not recommend that you bring your cell phone into the building, but if you must, please keep it silent and out of sight.

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## ARE THERE ANY OTHER HELPFUL HINTS AND REMINDERS?

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These observations are a great opportunity to get insight as to what a Special Education teacher does on a daily basis. It is a privilege to be able to do this, so make sure you treat this experience like you would a job or other professional experience. Below are some tips to assist you:

- 1. Keep your original clearances in a binder and bring them to the observation site.** This will prevent any issues that might occur when you arrive for your observation. If for any reason you have difficulty or anticipate difficulty in applying for your clearances (financial, criminal, etc.) **INFORM YOUR PROFESSOR NOW!**
- 2. Be on time!** (It takes about 20 minutes to get there!) If you cannot make your observation hours for any reason, **it is your responsibility to notify the Franklin Learning Center at 717-263-2700. Immediately contact your professor via email to let them know, as well.** Oversleeping or forgetting your observation are NOT acceptable excuses. There is no guarantee that you will be able to make up the hours at a later time.
- 3. Be professional. Do not utilize cell phones during observations.** You are expected to **dress professionally.** Be sure to wear comfortable shoes and limit jewelry and accessories.
- 4. AND WHEN IN DOUBT: Email the Office of Partnerships, Professional Experiences, and Outreach!! We are here to help you and ensure that you have a good experience.** Email [fieldexperiences@ship.edu](mailto:fieldexperiences@ship.edu).