Process for Submitting Clearances

**TO**: ALL Elementary, Mid-Level, Secondary Education, and Special Education undergraduate and graduate students submitting clearances

**Definition of “clearances”:** There are 6 pieces of required documentation that must be valid and on file at Shippensburg University before any pre-service teacher candidate can go out into schools to complete required field hours. These 6 items, listed below, are commonly referred to as simply “clearances.”

* Act 151 Child Abuse Clearance - valid through the whole academic year and must be for **employment**.
* Act 34 Criminal History Check - valid through the whole academic year and must be for **employment**.
* TB Results (PPD Mantoux test) – Valid for two years unless otherwise requested.
* Act 114 FBI Clearance - valid through the whole academic year and must be for **education**.
* Act 24 and Act 82 Arrest/Conviction Report - valid through the whole academic year.
* Professional Liability Insurance – expiration date on PSEA **or** KEYTA membership card/email.

Prior to submitting clearances:

1. Apply for/obtain all 6 clearances.
2. Make at least 2 photo copies of each clearance (one to submit and one to carry).
3. Scan all clearances into one document and store an electronic copy for yourself.
4. OPPEO **does not** send clearances to students or school districts or any education institute or business.

Submitting clearances:

1. Process for submitting your completed clearance packet. You may submit the clearances using any of the following methods:

* Submit your completed clearance packet to OPPEO office in SHP 354.
* Scan your completed clearance packet in PDF format to [fieldexperiences@ship.edu](mailto:fieldexperiences@ship.edu).
* Fax your completed clearance packet to COEHS at 717-477-4012.
* Submit your completed clearance packet in the mail. Address is below.

1. You will be contacted to return to the OPPEO Office and pick up your clearance packet if it is incomplete.
2. **Carry copies of all clearances with you anytime you are in a school**.

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| **SU education students enrolled in:** | **To whom should students submit clearances?** |
| * PreK-4 Program * Dual Cert Program (PreK-4 and Special Ed.) * Mid-Level Program (Grade 4-8) * C&I Graduate Program * Special Education Graduate Program * Secondary Certification Program (Grade 7-12) * STEM MAT Program * Art K-12 Certification 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 * Other majors that are enrolled in EEC 273 course require field placement must have clearances. | **Clearances can also be faxed, emailed, or mailed 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  **Phone: 717-477-1487**  **Fax: 717-477-4012**  **fieldexperiences@ship.edu** |

\*\*\*\*PLEASE NOTE\*\*\*\*

Clearances will only be accepted when…

* All 6 are submitted together at one time (even if your liability insurance and TB results are valid from the previous year, you must still resubmit that same documentation with your current packet).
* All 6 are valid through the end of the academic year.

Office of Partnerships, Professional Experiences, and Outreach April 2020