# Required Clearances for Education Field Experiences

**Currently valid copies of the following 6 items must be on file before any student enters any school representing Shippensburg University.**

* **Clearances are due for the Fall and Spring semesters July 15th .**
* **Clearances must be valid for the entire academic year and CANNOT expire during the semester.**
* **Volunteer versions of the ACT 34 Criminal History Check, Act 114 Child Abuse, and Act 114 FBI Clearance are NOT accepted. Department of Human Services for the Act 114 FBI Clearance are NOT accepted.**
* **Step by Step instruction videos are located at** [**http://www.ship.edu/coehs/field-services/office\_of\_field\_services/**](http://www.ship.edu/coehs/field-services/office_of_field_services/)
* **See “Process for Submitting Clearances” and “Clearance Submission Cover Sheet” at** [**http://www.ship.edu/coehs/field-services/office\_of\_field\_services/**](http://www.ship.edu/coehs/field-services/office_of_field_services/)
* **Students enrolled in ECH 415 or ECS 415 are required to complete additional clearances listed in the BOTTOM of this document.**
* **If enrolled in EEC 273 clearance must be up to date can not be over a year old.**

1. **TB Results (PPD Mantoux test now required)** – valid for two years from date of test unless otherwise requested. Must be valid through last day of the field experience/student teaching semester. 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/>

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.

1. **Act 34 Criminal History Check** – Act 34 must be valid through last day of the field experience/student teaching Spring semester. (Register at <https://epatch.state.pa.us>). Click *Submit a New Record Check, Accept the Terms and Conditions, Individual Request, Reason for Request* ***EMPLOYMENT****,* (and continue the rest of the process).

Note: Volunteer versions of the Act 34 Criminal History Check are **NOT** accepted.

3. **Act 151 Child Abuse Clearance** – Act 151 must be valid through last day of the field experience/student teaching semester. Online registration available at <https://www.compass.state.pa.us/cwis/public/home>.

* Create Individual Account
* You will register as a **School Employee Governed by Public School Code**.

Note: Volunteer versions of the Act 151 Child Abuse Clearance are **NOT** accepted.

1. **Act 114 FBI Clearance** – Act 114 must be valid through last day of the field experience/student teaching Spring semester. You will still need to register online and go to a fingerprint site in **Pennsylvania**. <https://uenroll.identogo.com>.Service Code for education students: **1KG6RT**

**Note: You MUST use the Service Code for Education for all education classes. The Department of Human Service code will not be accepted. You will register as Employer**

**Note: If you are enrolled in ECH 415 or ECS 415 you will need two Act 114 FBI Clearances. One with the Education Code and one with the Human Service Code. Human Service Code: 1 K G 6 Z J**

**\*\*\*PLEASE 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. 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.

**5. Professional Liability Insurance** – Must be valid through last day of the field experience/student teaching Spring semester.

Student membership in PSEA **or** KEYTA provides this insurance. **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.**

* PSEA – Join online at  <https://www.psea.org/about-psea/how-to-join/student-registration>
* KEYTA – Join online at  <https://www.keyta.org/membership-application-form/>

Note: The only form that is needed is the email showing your date of membership.

1. **Act 24 and Act 82 Arrest/Conviction Report** – 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>](http://www.ship.edu/globalassets/coehs/act_24_and_act_82_arrest_and_conviction_report_form.pdf) or in the Office of Partnerships, Professional Experiences, and Outreach – Shippen Hall – Rm 354.

Note: Friendly reminder if anything would happen to change the report you must notify us within 72 hours.

**Only need the forms/clearances below if you are enrolled in ECH 415 or ECS 415 course.**

1. Only need this clearance if you are enrolled in ECH 415 or ECS 415: National Sex Offender Registry Verification. -Click on Individual working for a Regulated Child Care Provider. Form is available online at <http://www.ship.edu/globalassets/coehs/field_experience/national_sex_offender_registry_clearance.docx>
2. Only need this form if you are enrolled in ECH 415 or ECS 415: Health Assessment Form. Form is available online at [<http://www.ship.edu/globalassets/coehs/field_experience/child_care_staff_health_assessment_form___ech__ecs_415.pdf>](http://www.ship.edu/globalassets/coehs/field_experience/child_care_staff_health_assessment_form___%20ech__ecs_415.pdf)
3. Only need to complete if you are enrolled in ECH 415 or ECS 415: Act 114 FBI Clearance – **HUMAN SERVICES**. The Human Service Code is **1 K G 6 Z J.** This is a requirement of our pre-school locations; therefore, the teacher education fingerprinting will not be accepted at these locations.