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
Taylor Bigler - 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 link. Example in packet)
2. Child Abuse Clearance (Act 151 - See instructions for link. Example in packet)
   a. **Must be for EMPLOYMENT will not except volunteer.**
3. Criminal Record Check (Act 34 - See instructions for link. Example in packet)
   a. **Must be for EMPLOYMENT will not except volunteer.**
4. Tuberculin Test (TB)
5. FBI Clearance (Act 114 – See instructions for link and **Education Code**. Example in packet)
   a. **Must be for EMPLOYMENT will not except Human Service.**
6. National Sex Offender Registry (See instructions for link. Example in packet)
   a. **Can take up to 7 weeks to receive in mail. Start today!**
8. Professional Liability Insurance (See instructions for link. Example in packet)
9. Handbook Acknowledgement Form (See instructions for link. Example in packet)
10. Mandated Reporter Training (Act 126) required for **ECH 220** (See instructions for link)

**Programs Requiring Clearances**

- Education students and other majors enrolled in education courses 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.
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 district, or other educational institute or business.
- 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 7. (Spring semester Student Teacher clearances are due sooner. You will receive an email with the date.)
- Fall semester are due on July 22. (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 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.

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.
  https://www.ship.edu/academics/colleges/coehs/office_of_field_services/
Clearance Submission Cover Sheet

When submitting clearances, each student must complete this cover sheet, and submit the packet as indicated below. Make sure your clearances are valid for the whole semester. Check start and end dates of the semesters. Clearances are due for the Spring semester on January 7th. Fall semester are due on July 22nd. Student teaching clearance dates are different you will receive and email about due dates.

Name: ___________________________ Ship Email Address: ___________________________

Today's Date: _____________________ SU ID: ____________________________

Phone: ___________________________

Program in which you are enrolled (check or initial one):

☐ Undergraduate Program:
  ☐ Early Childhood Education (PK-4)
  ☐ Dual Early Childhood Education (PK-4) and Special Education (PK-12)
  ☐ Mid-Level Education (4-8)
  ☐ English/Math/Biology/Chem Secondary Certification (7-12)
  ☐ Art Education (PK-12)
  ☐ Modern/World Languages (PK-12)

☐ Graduate Programs:
  ☐ Curriculum & Instruction (PK-4)
  ☐ Special Education (7-12)
  ☐ STEM-MAT (7-12)
  ☐ Other (PK-12)
  ☐ Other: (unlisted program) ____________________________
  ☐ Disability Studies Minor: (unlisted program)

Directions: Before submitting this cover sheet with your clearances, please initial & check each line that applies to your clearance submission.

☐ I verify that I have attached to this cover sheet COPIES of clearances/required documentation listed below
☐ Act 151 Child Abuse Clearance (Must be valid throughout the whole academic year. Must be for EMPLOYMENT.)
☐ Act 34 Criminal Record Check (Must be valid throughout the whole academic year. Must be for EMPLOYMENT.)
☐ TB Test Result/PPD Mantoux test (Must be valid for two years unless otherwise requested. Must be current for EEC 273.)
☐ Act 114 FBI Clearance (Must be valid throughout the whole academic year and coded for Education, not another career.)
☐ National Sex Offender Registry Certificate (Must be for an individual working for Regulated Child Care Provider.)
☐ Act 24 & Act 82 Arrest/Conviction Report (Must be valid throughout the whole academic year.)
☐ Professional Liability Insurance (Must include expiration date on PSEA or KEYTA membership card/email.)
☐ Hanbodki Acknowledgement Form
☐ Mandated Reporter Training (Can be turned in once by every candidate. Required for ECH 220 and Student Teaching.)

☐ I verify that all of the attached clearances are valid throughout the whole academic year.

☐ (IMPORTANT) I verify that I have made copies of all of my clearances for my records to keep on hand. If not, I understand that I can stop into the OPPED office to get copies if I need them.

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

Which students must submit clearances?

Students, regardless of major, enrolled in any education course with a field experience. All students majoring in an SU Educator Preparation Program:

Undergraduate Programs (with Certification Grade Bands):
- Early Childhood Education (PK-4)
- Dual Early Childhood Education (PK-4) and Special Education (PK-12)
- Mid-Level Education (4-8)
- English/Math/Biology/Chem Secondary Certification (7-12)
- Art Education (PK-12)
- Modern/World Languages (PK-12)

Graduate Programs (with Certification Grade Bands):
- Curriculum & Instruction (PK-4)
- Special Education (7-12)
- STEM-MAT (7-12)
- Other (PK-12)

Disability Studies minors who are not part of a listed program

To whom should students submit clearances?

Clearances can be faxed, emailed, mailed, or brought to:

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

Phone: 717-477-1487
Fax: 717-477-4012
fieldexperiences@shipp.edu

Office of Partnerships, Professional Experiences, and Outreach November 2023
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/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)
**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](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 Power Point Instructions/Directions are available at: [https://www.ship.edu/globalassets/coehs/field_experience/act_34_criminal_history_powerpoint___pdf.pdf](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)**

![Example of Criminal Record Check](image-url)
**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 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. (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, visit [http://www.ship.edu/health_center/](http://www.ship.edu/health_center/)
- The TB Test verification form 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.

**The TB Test Form can be found at:**
[https://www.ship.edu/academics/colleges/coehs/office_of_field_services/](https://www.ship.edu/academics/colleges/coehs/office_of_field_services/)
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)

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

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/
- 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/coehs/field_experience/act_114_criminal_history_powerpoint___pdf.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.

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.

See examples of FBI clearance on Page 10. Must submit both pages 1 and 2.
Example of FBI Clearance (Act 114) – Fingerprinting

Pennsylvania Department of Education
School Services Unit
335 Market Street
Harrisburg, PA 17128-0333

Dear

Enclosed is the 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 contractor(s) must include their U.E ID number with their employment application. The Administrator of the public school or private school will use your U.E 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 on file at the school's office. If you are approved for student teaching, a copy of your CHRI will be kept on file at the college/university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be destroyed 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: PA.PDE-SchoolServices@pa.gov.

CIVIL APPLICANT RESPONSE

DOH 200419000000021777 CINN 000000000000021777
MRS. THOMAS IDA ORTHA MARY 1969/07/28 A SEARCH OF THE FINGERPRINTS ON THE ABOVE IDENTITY HAS REVEALED NO PRIOR ARREST CITIZEN DIVISION 0000/00/00 FEDERAL BUREAU OF INVESTIGATION

THOMAS IDA ORTHA MARY 1969/07/28

DOB 1969/07/28

FEDERAL BUREAU OF INVESTIGATION

11901 FREEDOM RUN

RESTATEMENT 2001/07/20

Code: 1KG6RT
National Sex Offender Registry Verification

- 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.
- Your signature must be handwritten, and you must enter your complete mailing address.
- Link to National Sex Offender Registry Verification Form: https://www.ship.edu/globalassets/coehs/field_experience/national_sex_offender_registry_clearance.docx
  
  **Check Individual working for a Regulated Childcare Provider.**
  - Make sure you enter your complete mailing address. The certificate is mailed to you.
  - 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**

![Example Image](image.png)
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 written signature and date each year. Form is returned once complete to the Office of Partnerships, Professional Experiences, and Outreach – Shippen Hall – Room 354.
- 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

![Example form image]
Professional Liability Insurance

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

**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.
- KEYTA – Join online at [https://www.keyta.org/protection/membership-classifications/](https://www.keyta.org/protection/membership-classifications/)
- Submit the email you receive showing the membership dates.

**Mandated Reporter Training (Act 126) ECH 220 Students ONLY**

- The free and PDE recognized Mandated Reporter Training can be completed at [https://www.reportabusepa.pitt.edu/](https://www.reportabusepa.pitt.edu/)

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