

Curriculum and Instruction (CI) Clearances and Verifications Requirements

The following seven requirements are to be completed prior to the first class meeting of your first CI course and kept current throughout your CI 295, CI 495C and CI 495E courses. You may be dropped from these courses if your clearances and/or verifications are not completed and kept current!

1. Act 34: REQUEST FOR CRIMINAL BACKGROUND CHECK

- a. Where to go: [PA Access to Criminal History Link](#)
- b. What to do: Go to the site listed above and purchase your criminal background check using a credit or debit card.
- c. What it costs: **\$10.00**
- d. What to keep: If the history record is clear, it will be displayed on the screen immediately. Print this page as your evidence!

2. Act 151: PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

ALLOW 6-8 WEEKS FOR PROCESSING!

- a. Where to go: [PA Department of Welfare Link](#)
- b. What to do: Scroll to the bottom of the page and click on the link for the form.
- c. What it costs: A \$10.00 money order made payable to the Department of Public Welfare is the only form of payment accepted.
- d. What to keep: The receipt portion of the Certified Money Order and the processed form when it is returned to you in the mail.

3. FBI FINGERPRINT CHECK

- a. Where to go: [PA Applicant Fingerprinting Online Services Link](#)
- b. What to do: Click on Department of Education → Register online →
Follow the directions → select reason for request as Colleges and Universities

Print the confirmation of registration page and take it with you to the fingerprint center.
- c. What it costs: \$28.75 on a credit or debit card
- d. What to keep: Print the confirmation page after completing registration. Keep this until the paper document arrives.

*Please see the **YELLOW** sheet for information regarding where to find fingerprinting centers and clearance renewal.*

4. Act 24: DISCLOSURE OF ARREST OR CONVICTION

- a. Where to go: Here.
- b. What to do: Pick up a copy of the Act 24 form. PRINT the required information in section 1. Read the List of Reportable Offenses (on the back of the sheet) and disclose any that apply. If none, check the box in section 3. Sign and date the form.
- c. What it costs: \$0
- d. What to keep: Your original copy

5. TUBERCULOSIS TEST

- a. Where to go: Primary care physician's office OR visit the Health and Wellness Center on campus on either Monday or Tuesday.
- b. What to do: The doctor will administer a TB test. The test takes at least one week to read after being administered.
- c. What to keep: Verification of your negative TB test (dated no more than one year before your first CI 295 course begins) OR, if a positive test results, verification of an x-ray exam and clearance submitted by your physician

6. GUEST-HOST RELATIONSHIP FORM

- a. Where to go: Here or online at: [Guest Host Relationship Form](#)
- b. What to do: Click on the link above → Guest/Host Relationship Form → Print → Complete the form and return it to the appropriate CI course instructor.

7. Act 126: CHILD ABUSE RECOGNITION AND MANDATED REPORTER TRAINING

This program is facilitated by Penn State and required of all students, staff, and faculty members working with children under the age of 18. In the state of Pennsylvania this training is required of every employee that comes in contact with minors. Training must be completed once a year.

- a. Where to go: Employees and anyone with an active Penn State Access Account (WebAccess) should access the training through psuohrlearning.skillport.com.
- b. What to keep: Upon completion of the training, you will be asked to complete an assessment. Print the certificate of completion for the assessment.

8. PROFESSIONAL LIABILITY INSURANCE*

- a. Option 1—PSEA (HIGHLY recommended)
 - i. Where to go: [PSEA](#)
 - ii. What to do: Follow the directions and join student PSEA.
 - iii. What it costs: \$30.00 per year
 - iv. What to keep: PSEA is no longer issuing membership cards! Sign in to your PSEA using your user name and password. Print a certificate and submit it to the appropriate contact person.
- b. Option 2—Private Insurance
 - i. Where to go: Your private insurance company
 - ii. What to do: Obtain proof of coverage (either a letter or a copy of the policy) that specifically references “professional liability coverage”. Proof of coverage must be submitted to the appropriate contact person.

9. PHYSICAL*

*** Indicates the requirement is only necessary for CI495E (student teaching)**

***IMPORTANT NOTE: Only photocopies of ALL clearances and verifications will be accepted!
Keep your originals in a safe place!!***