

Important information for ALL Education Department Field Experience Students

REQUIRED CLEARANCES AND TUBERCULOSIS TESTING

The Pennsylvania Department of Education requires that ALL students participating in any field experience (early field, pre-student teaching, or student teaching) must obtain and present to the Education Department the following clearance documents prior to placement in any public/private school classroom:

- ✓ **FBI Federal Criminal History Record (Act 114)** - Details on how to obtain this clearance are found at http://www.pa.cogentid.com/PDE_Main.html. Cogent Systems is the PDE contracted company who administers the fingerprinting program. Locations of fingerprinting units are found on this website.
- ✓ **The Pennsylvania State Police Criminal Records Check (Act 34)**
This clearance can be obtained by logging on to <https://epatch.state.pa.us>. Select *Submit a New Record Check* and complete the required information. Print the resulting clearance document.
- ✓ **Pennsylvania Child Abuse History Clearance (Act 151)** - Detailed instructions and a link to the required form can be found at <http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm>. This clearance form (CY-113) must be completed and mailed to the Department of Public Welfare at the address given.
- ✓ **TB (Mantoux) Test** - Pennsylvania state law requires that all school personnel, including students in field placements, be tested for TB. An acceptable test must be administered within a three month time period of the start of any field experience. A form indicating results of the test must be signed by a nurse or a physician.

All original clearance documents must be viewed and copied by the Education Department before you will be permitted to register for any Education course with a field experiences. Students will be placed in field experiences only when all background checks indicate that NO RECORD EXISTS.

NOTE: It is important that you keep your original documents both safe and accessible as you maybe asked to present them to administrators at any of your field placements. For information about obtaining clearances, consult the Pennsylvania Department of Education website or contact the Education Department office. **Allow up to 6-8 weeks for processing the FBI and Child Abuse Clearances.**