

**THE PENNSYLVANIA STATE UNIVERSITY**  
**Penn State Harrisburg**  
**School of Behavioral Sciences and Education**

Students enrolled in **CI 295** are **required** to obtain ACT 34, ACT 151, and FBI clearances (see information below and on reverse side); additional information regarding the necessity of obtaining a valid TB test and Professional Liability Insurance is listed on the reverse side.

**Requirements include:**

- ❑ Valid Act 34 Clearance\*\*
- ❑ Valid Act 151 Clearance\*\*
- ❑ Valid FBI Clearance\*\*  
\*\*(dated no earlier than one year prior to the start date of the applicable semester)
- ❑ Valid TB Test\*\*\*  
\*\*\* (dated no earlier than three months prior to starting in schools)

**Recommended but not required:**

- ❑ Evidence of Professional Liability Insurance  
(must be current throughout experience)

**PLEASE SEE CRITICAL DETAILS FOR OBTAINING CLEARANCES  
ON REVERSE SIDE!**

## IMPORTANT NOTES:

- ✓ Only photocopies of all clearances and verifications will be accepted. **Keep your originals!**
- ✓ **Act 34: “REQUEST FOR CRIMINAL RECORD CHECK”**
  - Application can be submitted online with a credit card at: <https://epatch.state.pa.us/>; **THIS IS THE RECOMMENDED PROCEDURE FOR APPLYING! History record (if clear) comes up on screen immediately; print it out as your evidence.**
  - **OR** application forms can be downloaded at: [www.psp.state.pa.us](http://www.psp.state.pa.us)
    - ✓ See Documents, Brochures & Forms, then PSP Forms Available for Public;
    - ✓ Indicate EMPLOYMENT as the “Reason for Request”
  - For mailed form, **allow 6-8 weeks for processing**
  - For mailed form, payment must be made with certified check or money order (**keep your receipt as evidence!**)
- ✓ **Act 151: “PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE”**
  - Application forms can be downloaded at: [www.dpw.state.pa.us](http://www.dpw.state.pa.us)
    - ✓ See Forms & Publications;
    - ✓ Indicate SCHOOL as the “Purpose of Clearance”
  - For mailed form, payment must be made with certified check or money order (**keep your receipt!**)
  - For mailed form, **allow 6-8 weeks for processing**
  - **This clearance takes the greatest amount of time to process; do not delay!**
- ✓ **FBI Clearance: “FINGERPRINT CHECK”**
  - Register online at [www.pa.cogentid.com](http://www.pa.cogentid.com) (preferred method) or by phone at 1-888-439-2486.
    - ✓ There is a \$40 charge, which you may pay online via credit card or onsite via money order or cashier’s check. (**keep your receipt!**)
    - ✓ Then you need to go to the fingerprint site, which is the Center for Schools and Communities, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011, telephone 717-763-1661. (Check the above website for additional sites if you are out of the Harrisburg region).
  - **This form takes 8 weeks to process and you will not be allowed to visit schools until it is received. Since mandatory school visits begin in late September to early October, it is imperative that this be completed prior to August 1.**
- ✓ **Tuberculosis Test:**
  - Verification of a negative TB Test by either personal physician or at Health Services in W102 Olmsted; **students MUST make an appointment at the Health Services on Monday through Wednesday. There is a \$15 charge.** Allow 2-3 days for reading test
  - Students who prove positive must submit proof of x-ray examination and clearance by physician.
  - Schools require that this test be **no older than 3 months** at the beginning of the observation experience.
- ✓ **Professional Liability Insurance (optional):**
  - Available through private insurance carrier
    - Evidence consists of letter or policy statement
    - Must include reference to “professional” liability coverage

- Available through professional organizations, such as PSEA ([psea.org](http://psea.org)) or KEYTA ([keyta.org](http://keyta.org))