

All teacher education majors must supply to the Office of Clinical Experiences (OCE) the following information. All information must be submitted electronically as a PDF. Complete your part of the form or registration prior to submitting to the appropriate offices for completion. These forms are available on the OCE Website.

Requirements - Please date each item when completed and submit all documentation to the OCE:

- _____ Clinical Experience Manual Sign-off
- _____ Act 24 Arrest/Conviction Report. Act 24 lists reportable offenses which may disqualify individuals from school employment. This law requires offenders to self-report disqualifying criminal activity within 72 hours of an offense. The Pennsylvania Department of Education (PDE) developed Form PDE- 6004 for reporting offenses.
- _____ Act 114 FBI Clearance. Follow the directions on the OCE Clearance webpage and complete the Identigo Fingerprinting Online Service registration.
- _____ Act 33/151 Child Abuse Clearance. Follow the directions on the OFS Clearance webpage and access the secure website using the link provided on the OCE Clearance page.
- _____ Act 34 Criminal Record Clearance. Follow the directions on the OCE Clearance webpage and complete the application online through the Pennsylvania Access to Criminal History- PATCH - system.
- _____ Liability Insurance: Minimum of \$1,000,000 per claim. Check the OCE website for online providers.
- _____ Confidentiality Disclaimer. Found on the OCE website.
- _____ ECH and ECH/SPED Only - Medical Clearance is valid for 24 months from date of issuance and is required for all Early Childhood and Special Education Majors. This may be completed at the University Health Center by appointment. If you use your personal physician, you must follow the instructions listed on the OCE webpage under the *Medical Clearance* section. ONLY the Physician's Certification form can be accepted by the OCE.
- _____ Mantoux (TB)Test (2-Step). Follow the directions on the OCE webpage under *Medical Clearances* for your Major. You can have the TB test done at the University Health Center, by appointment, even if your physical is done by your personal physician.
- _____ ACT 126 Child Abuse Mandated Reporter - The Pennsylvania state legislature passed Act 126 and Act 31 which requires professionals working with school age children to be trained in the recognition and reporting mandates for child abuse. Your placement site will expect you to have completed this training. This requirement can be by completed by accessing the free online course approved for human services and education majors. The program is through the University of Pittsburgh, School of Social Work, Child Welfare Resources Center. The link for the training can be found on the OCE Clearance webpage.
- _____ ~~PAPA The Pre-service Academic Performance Assessment (PAPA) modules in Reading, Writing, and Mathematics must be passed before official entry into the teacher certification program. This is in addition to completing at least 68 credits with a 3.0 GPA. Forms are found online (REQUIREMENT CURRENTLY WAIVED)~~
- _____ Praxis II/Pearson Exam: You must also take the appropriate Praxis tests for each area of certification you seek. It is recommended that the test be scheduled prior to the beginning of the student teaching semester.

Please sign and return one copy of this requirements list to the OCE. Keep the second copy for your own professional records.

I understand the above listed requirements for all Field Experiences. I understand that it is my responsibility to provide this information to the OCE. I also understand that I will not be permitted to begin any Field Experience without having submitted the required information.

NAME (print): _____ PennWest ID#: _____

Student Signature: _____ Date: _____