

Clarion University School of Education
Office of Field Services, 102 Stevens Hall
CSD Field Experience Requirement List

All CSD majors must supply to the Office of Field Services (OFS) the following information. Some require forms to be completed and submitted to the appropriate Offices prior to coming to the OFS. If a specific form is needed, this symbol, *, is next to the requirement. These forms are available on the OFS Website.

Requirements – Please check them off when completed and submitted to the OFS:

_____ * **FBI Clearance/Act 114.** Please read the entire document carefully as the directions and procedures are very specific. **GET YOUR FBI CLEARANCE THROUGH THE RIVERVIEW INTERMEDIATE UNIT 6 IN CLARION OR ON CAMPUS. (SEE THE NOTE ABOVE TO REGISTER FOR FINGERPRINTING)**

_____ * **Child Abuse Clearance/Act 33.** Follow the directions in the OFS Clearance section and complete this application online. **Recommended:** The secure website www.compass.state.pa.us/cwis/public/home is provided for individuals to have their Pennsylvania Child Abuse History Clearance processed online. In most cases the Pennsylvania Child Abuse History Clearance Check will be processed in 2 weeks and provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse. You will need to create an account and have a credit/debit card to pay the fee. Because there is minimal delay this method is recommended.

Not Recommended:

The Child Abuse Clearance Form may also be completed and mailed to the Department of Human Services. It may take 8+ weeks to process and for this reason is *not recommended*. For more information on this method stop in the OFS.

_____ * **Criminal Record Check Clearance/Act 34.** Follow the directions in the OFS Clearance section and complete this application online. You can access your Criminal History Clearance online through the [Pennsylvania State Police \(PSP\)](#):

1. Click on the PSP Webpage. This moves you to the PATCH system page.
2. Scroll down the PATCH system page to the bottom and click Go to the PATCH Application Website.
3. A Security Alert will come up. Please click ACCEPT.
4. On the Personal Information page beside Reason For Request, click on the down arrow. Then click Other.
5. From this point you will need to move through the remaining pages as directed to pay for and receive your clearance printout.

You will receive the clearance on the screen to print out after the application has been completed online unless there is a need for extensive research by the PSP. A debit (MAC) or credit card is required for payment for each clearance request

_____ * **Act 24 Clearance.** Act 24 of 2011 (Act 24) amends Section 111 of the School Code, which provides for background checks for employees/pre-service teachers of public and private schools, intermediate units and area vocational-technical schools. The changes to Section 111 become effective Sept. 28, 2011. Act 24 adds several new crimes to the list of offenses in Section 111(e), which disqualify individuals from school employment. Because of the expand list of prohibited criminal offenses, Act 24 requires all current and future employees/pre-service teachers to complete a Pennsylvania Department of Education ("PDE") form to report prior arrests or convictions for any offenses listed in the newly expand Section 111(e). PDE developed Form PDE-6004 for reporting purposes. Act 24 also now requires that you report to the OFS within 72 hours of any arrests or conviction for any criminal offense listed in Section 111(e) that occurs after Sept. 28, 2011. The Form PDE-6004 should be used to make reports of any arrest or convictions in the future. Please complete and submit a signed Form PDE 6004 to Office of Field Services.

_____ * **Act 126 Mandatory Reporter Training.** Mandated training addresses child abuse recognition and reporting.

_____ * **Medical clearances** are to be done each year prior to your field experience. Your medical clearance includes verifying and updating the state required immunizations, a TB test and a medical examination.

You will find a schedule of dates and times that medical exams and TB testing will be done for each major on the Office of Field Services web page under [Calendar for the Academic Year](#).

Please take a copy of your immunizations with you. Students who do not need a TB test (good for two years) should go to the Health Center during the indicated time to schedule the exam for the Medical Clearance.

It is strongly suggested that all medical exams and TB testing be done at the CUP Health Center in Becht Hall. This is the best way to insure all data is accurately reported so that the Office of Field Services can record your medical clearance is completed. Also, TB testing will require two office visits (one to administer the test and a second to read the results), much easier to accomplish if done on campus.

If you choose to not utilize use the university Health Center, the physician that does your exam and TB test must complete the attached physician's certification form.

Please be aware that if data is missing on the physicians certification form, you will be notified and:

1. Your milestones will be marked **not complete** for your medical clearance, delaying future field observations.
2. You will be responsible to return to the physician to have the form properly completed.
3. Processing of your block or student teacher placements will be suspended pending submission of a properly completed physician's certification.

To obtain a medical clearance from the Clarion University Health Center:

1. Print a copy of the [School Personnel Health Record](#).
2. Make a copy of your immunizations.

3. Report to the university Health Center in Becht Hall at the proper time indicated on the Office of Field Services [Calendar for the Academic Year](#) and follow the Health Center's instructions.

To obtain a medical clearance from your personal physician:

1. Print a copy of [School Personnel Health Record](#).
2. Print a copy of the [Physician's Certification](#) for your doctor to complete and sign.
3. Return the Physicians Certification form with original signature to the Office of Field Services (no faxes).
4. DO NOT submit the School Personnel Health Record to the Office of Field Services. This document is yours and should be kept with your personal records.

Notice: The physician's certification is to be completed by the physician conducting your TB test and exam or the physician's office designee. Falsification of date or signature is a violation of the Conduct Policy, Student Regulations as found in The Clarion University Student Rights, Regulation and Procedures and is subject to disciplinary action under The Clarion University's Judicial Policy.