

All required clearances must be valid at the beginning of each field experience. The clearances required for each Field Experience Course are listed below. A “✓” indicates the clearances required for that course.

NOTE: You must right click on the links to open them.

Clearance Name:	CI 280 / CI 295	CI 295 A	CI 295B	CI 495A/ 495B/ 495C/ 495D/ 495E/ 495F LLE D Block WLE D 495B/ 495C	WL ED 483
Pennsylvania Criminal Background Check (Act 34) Apply Now: Pennsylvania Criminal Background Check Website	✓ volu ntee r	✓ volu ntee r	✓ volu ntee r	✓ not volunt eer	✓ not volu ntee r
Child Abuse History (Act 151) Apply Now: Child Abuse History Portal	✓	✓	✓	✓	✓
Federal Criminal History (FBI) Apply Now: Federal Criminal History Web Portal <i>Service code for CI 280, 295, 295B, 495A, 495B, 495C, 495D, 495E, 495F, and LLED Block is 1KG6RT</i> <i>Service code for only CI 295A is 1KG6ZJ</i>	✓ volu ntee r	✓ volu ntee r	✓ volu ntee r	✓ emplo yee	✓ empl oyee

<p><u>Arrest/ Conviction Report and Certification Form (Act 24)</u></p>				✓	
<p><u>Tuberculosis Test</u></p> <p>To apply, obtain an application from Penn State Health Services or your physician.</p> <p>NOTE: There is no form given from our office. Please be sure the document you receive from your physician has the date the TB test was given and read.</p>		✓	✓	✓	
<p><u>State Health Appraisal</u></p> <p>(The State Health Appraisal Form includes a Tuberculosis Test section).</p>		✓			
<p><u>Guest/Host Form</u></p> <p>NOTE: This will be emailed to you closer to the field experience.</p>	✓	✓	✓	✓	
<p><u>Professional Liability Insurance</u></p> <p>NOTE: You can email Miranda Witherite for further instruction. mlw5589@psu.edu</p>				✓	
<p><u>Mandated Reporter Training</u></p> <p>This training is state-approved. This training is free but does require individuals to register to gain access.</p> <p>In the event that you have completed a training course in the past, you may check if it is included</p>	✓		✓	✓	

<p>on the PA state list of all approved courses.</p>					
<p>Penn State Mandated Reporter Training "Building a Safe Penn State"</p> <p>Certificate of completion must be dated less than one year from current semester</p>		✓			
<p>NSOR (National Sex Offender Registry) Clearance</p> <p>https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/National-Sex-Offender-Registry.aspx</p>		✓			
<p>PA DHS Disclosure Statement for Provisional Employment</p> <p>NOTE: This will be emailed to you closer to the field experience.</p>		✓			
<p>Penn State Self-Disclosure Form</p> <p>If you are arrested or convicted of crimes listed on this form, you must self-disclose within 72 hours.</p>		✓			
<p>Student Emergency Contact Form - Center Provided</p>		✓			
<p>Confidentiality Statement and Guidelines - Center Provided</p>		✓			

Special Notes:

- It is possible that some school districts will require that the clearances be valid for the entire length of the field experience and be less than a year old. In this case, you will have to apply for new clearances. The CIFE office staff will inform you if that is the case.
- Professional Liability must be current throughout the entire experience. (If being added as a rider on an existing insurance policy, you must submit a copy of the addendum that states coverage is for “Professional Liability.”)
- The Act 151 (Child Abuse Clearance) may take up to 10 weeks to process so allow ample time for processing.
- The NSOR for CI 295A may take up to 10 weeks to process so allow ample time for processing.