

CLEARANCE FORMS

If you are registered for a class that has a practicum component in which you work in a local school as a tutor, observer, or student teacher, you need to obtain the following three clearances **BEFORE** you start your work in local schools:

1. ACT 151 PA Child Abuse History Clearance Form
2. ACT 34 PA Criminal History Record Check
3. FBI Criminal History (Fingerprint)

Completed clearances, once filed in the Education Department office, will be valid for the duration of your time at Bucknell including student teaching.

You will not be assigned a field placement until you have submitted proof of all 3 clearances to the Education Department office (Olin 457).

INSTRUCTIONS for all 3 clearances:

Two of these require a credit card. If you do not have a credit card please contact the academic assistant in the Education Department office for payment alternatives (call 570-577-1324).

ACT 151 Pennsylvania Child Abuse History Clearance Form

1. Complete the attached form in blue or black ink (print neatly).
2. Use the address where you will be in 2 weeks. If you use your Lewisburg address you are in Union County.
3. Mark "school" for purpose of clearance.
4. Mail the form with a \$10 money order to:

Childline and Abuse Registry
Department of Public Welfare
P.O. Box 8170
Harrisburg, PA 17105-8170

Results will be mailed to you within 14 days from the date that the clearance application is received. Money orders can be purchased at the on-campus post office, CVS, Wal-Mart, or Lewisburg Post Office. If you do not receive your clearance in 14 days, call the Department of Public Welfare at 717-783-6211.

ACT 34 Pennsylvania Criminal History Record Check

1. Go to <https://epatch.state.pa.us/Home.jsp> and click on "submit a new record check."
2. Select "Education" for the reason.
3. Have a credit card ready and follow the prompts on the online form.
4. Print 2 copies of the results (one for you to keep and a second copy for the Education Department office files).

FBI Criminal History (Fingerprint)

1. Go to <http://www.pa.cogentid.com> and click on "Pennsylvania Department of Education." Then click on "Register Online."
2. Read the disclaimer and continue.
3. Fill out the application.
 - If you do not have a credit card, purchase a \$36 (without copy of report) or \$38 (with copy of report)* money order (available at on-campus post office, CVS, Wal-Mart or Lewisburg Post Office) and take it with you to the fingerprinting site (location info below).
 - Choose "Colleges/Universities" from the "Reason Fingerprinted" pull-down menu.
 - Use your university campus mailbox address.

*We recommend that you check the box that requests a copy of the report – a \$2.50 fee – this is unofficial but you should have it and **always keep it on hand.**

4. At the end of the registration process, you will get a Registration ID. **Print 2 copies of this page. Take one along with a picture ID to the fingerprinting site. Hold the other copy for your records.**
5. Once the fingerprinting is completed, log onto the Cogent website again and click on 'Proof of Transaction' under Registration.
6. Enter the information requested and print **2 COPIES of this page** – it should have **your name, registration ID number, the date, and the location** of your fingerprinting. Bring this form to the Education Department office.
7. The university will have access to the official record results electronically for one year. The unofficial copy you requested will arrive in the mail in a few weeks.

The closest fingerprinting scanning location to Bucknell University is: The UPS Store, 185 AJK Boulevard, Lewisburg, PA (located across from the Super Wal-Mart). Hours are Monday through Friday, 8:30 A.M. to 6 P.M. and Saturday, 9:30 A.M. to 2 P.M. Telephone number is 570-523-2611.

When you obtain the clearances bring copies to the Education Department office and retain the originals! If you have questions, please call 570-577-1324.

Attention Student Teachers: Student teachers will also need TB tests that can be obtained on campus at Student Health Services. Proof of a negative TB test and updated clearances must be provided to the Education Department office **BEFORE** you can begin student teaching.

Updated July 2011

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I

APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY STATE
ZIP CODE

| | | |
|--|---------------|--------------------|
| SOCIAL SECURITY NUMBER | | |
| AGE | DATE OF BIRTH | DAYTIME PHONE NO. |
| SEX <input type="checkbox"/> M <input type="checkbox"/> F | | COUNTY YOU LIVE IN |

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

| | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> CHILD CARE | <input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258). | <input type="checkbox"/> CWEP (Community Work Experience Program Participant) |
| <input type="checkbox"/> FOSTER CARE | | |
| <input type="checkbox"/> ADOPTION | | |
| <input type="checkbox"/> SCHOOL | | |

SIGNATURE OF CAO REP _____ CAO PHONE NO _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

| NAME (First, Middle, Last) Do not use initials. | RELATIONSHIP | PRESENT AGE | SEX |
|---|--------------|-------------|-----|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE _____

DATE _____

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II

RESULTS OF HISTORY CHECK

| | |
|--|--|
| <input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE. | <input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW). |
|--|--|

| STATUS OF REPORT | DATE OF INCIDENT | STATUS OF REPORT | DATE OF INCIDENT |
|------------------|------------------|------------------|------------------|
| 1. | | 3. | |
| 2. | | 4. | |

VERIFIER _____

DATE _____

VERIFIER'S SUPERVISOR _____

DATE _____

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE