

PENN STATE BERKS

REQUIRED CLEARANCES FOR C & I Field Experiences

HAND IN TO INSTRUCTOR IN THE FIRST WEEK OF THE SEMESTER.
Failure to do so (beyond one-week grace period) may result in being dropped from the class.

Clearances must be less than one year old at the beginning of the field experience. (Fingerprint clearance is valid for the entire time a student is continuously enrolled at Penn State.) Only photocopies of all clearances and verifications will be accepted. Keep originals in a safe place!

I. C I 295, CI 295 A/B/C

- Valid Act 34 (Criminal Background)
- Valid Act 151 (Child Abuse)
- FBI Clearance

1. PA CHILD ABUSE HISTORY CLEARANCE (Act 151) Forms are available at www.dpw.state.pa.us (see *Forms & Publications*). Indicate *SCHOOL* as the "Purpose of Clearance." The application must be accompanied by a certified check or money order for \$10.00--no personal checks accepted. As a precaution in case of loss or delay, make copies of completed form prior to mailing. **Allow 6-8 weeks for processing**

2. ACT 34 CRIMINAL HISTORY REQUEST: Apply online at <http://epatch.state.pa.us/> This site accepts a credit card for paying for the application so it could be easier than using the printed form and a money order. A printed form SP-164 can be mailed with a certified check or money and is available at www.psp.state.pa.us (see *Documents, Brochures & Forms, then PSP Forms Available for Public*). Indicate *EMPLOYMENT* as the "Reason for Request."

3. FBI Fingerprint Clearance--The Process for FBI Clearances. You may also go to <http://www.pa.cogentid.com/> for more information. Note: Once an initial FBI clearance has been obtained, it is typically not necessary to obtain additional FBI clearances as long as two conditions are true: 1) You have not committed any offenses in the intervening time period; and 2) You have maintained continuous enrollment at Penn State during all fall and spring semesters in the intervening time period. If these conditions have been met, you will only need to provide a photocopy of the original FBI clearance and a [Certification of No Offense](#) form. The Certification of No Offense form needs to be signed by a witness. The witness can be anyone who is over 18 years of age.

The Process

The fingerprint-based background check is a multiple-step process:

1. The applicant must register with Cogent Systems **prior** to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online. Registration is available online 24 hours/day, seven days per week at <http://www.pa.cogentid.com/>. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.

To insure a successful registration and avoid any data collection errors, please register yourself online.

2. **THE COST IS A TOTAL OF \$38 BASED ON THE FOLLOWING.** a) The applicant will pay a fee of \$36.00 for the fingerprint service. b) **You must also check the box on the application form that requests a copy of the report be mailed to the address on your form and pay an additional \$2.00 fee to secure a copy of the FBI Criminal History Record. IMPORTANT NOTE: You must check the box on the bottom portion of your application at the time of registration in order to request a copy of your report - no reports can be requested after the registration has been completed. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.**
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. **REMEMBER!** You **MUST** have your fingerprints processed in the State of Pennsylvania!! The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to them.
4. The fingerprint transaction begins when the Applicant Livescan Operator (ALO) reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce acceptable identification.
5. At the fingerprint site the ALO will manage the fingerprint collection process.
6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn will submit the fingerprints and demographic information to the FBI as required by federal statute.

Do not contact Cogent Systems or the fingerprint site after your fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of their background check. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, he/she should call (717) 783-3750 or email PDE at dwolfgang@state.pa.us.

8. All students will then provide **A COPY** of the FBI Criminal History Record to their instructor. Be sure to retain the **ORIGINAL** for your own records!

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time, the applicant must pay the full fee.

Please note that fingerprinting **MUST** be done in Pennsylvania.

II. UPPER LEVEL FIELD EXPERIENCES

In addition to the clearances listed above, the following are required:

- TB Test
- Professional Liability Insurance is required for all field experiences.

1. Tuberculosis Test:

- Verification of a negative TB Test by either personal physician or University Health Center; students **MUST** make an appointment at the Health Center, and should be aware that it may **NOT** be possible to schedule an appointment the first week of the semester!
- Allow 2-3 days for reading test
- Students who prove positive must submit proof of x-ray examination and clearance by physician
- There is no special form required; what the doctor submits is fine.

2. Professional Liability Insurance:

- 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](#) --
- More information is available and applications can be submitted online at www.psea.org with use of credit card; **THIS IS THE RECOMMENDED PROCEDURE FOR APPLYING!**