

Department of Education

**Background Clearances Requirements
Saint Joseph's University Online Graduate Education Programs
Approved by General Counsel 10/25/2011**

Applicable PA Certification Programs: Secondary 7-12, Instructional Technology Specialists K-12, Special Education, Principal K-12, Curriculum & Instruction Supervisor

All Saint Joseph's University students who have direct contact with children by participating in a classroom teaching, internship, clinical or field experience or who, as part of a program for the initial or advanced preparation of professional educators, perform classroom teaching or assist in the education program in a public or private school, intermediate unit or area vocational-technical school under the supervision of educator preparation program faculty, must comply with existing federal, state and local statues pertaining to Criminal History Records and other background and criminal history checks including mandated communicable disease testing.

Students completing field experiences within the Commonwealth of Pennsylvania regardless of student's residence

Relevant Pennsylvania Codes and Regulations

Act 114 of 2006, 24 PS 1-111 as amended,
Act 34 Report of 1985 BACKGROUND CLEARANCE REQUIREMENTS
24 PS 1-111 as amended (Act 61 of 2008, Act 114 of 2006,
Act 70 of 2004, Act 48 of 2003, Act 153 of 2002, Act 30 of 1997 and Act 211 of 1990) 22 Pa Code, Chapter 8

The above regulations require all students to present current and valid copies of all clearances to their university Teacher/Administrator Preparation Program administrator PRIOR to participating in any required clinical field experiences, including practicums and student teaching. As of September 28, 2011, this requires completion of at least the following:

State Police Criminal History Record
Dept of Public Welfare Child Abuse Report
Federal Criminal History Report (CHRI) – FBI Report
Form PDE-6004

Procedures for obtaining the three required background checks are listed on the Department's Background Check webpage. Criminal history reports (results of background checks) shall be no more than one year old at the time of placement.

Students must also present results of a recent (within one year) **Tuberculin skin test**.

Clearances Summary (links open in new window)			
Required Clearances	Valid Period	Can be Obtained	Fee/Cost
The Pennsylvania State Police Request for Criminal Records (Act 34)	Good for one calendar year from the date of issue. Must be renewed every year.	Pennsylvania Access to the Criminal History (PATCH) System	\$10.00
The Child Abuse History Clearance (Act 151)	Good for one calendar year from the date of issue. Must be renewed every year.	Pennsylvania Department of Public Welfare PDF form (online)	\$10.00
The Federal Criminal History Record (Act 114)	Good for the duration of your program, as long as you are continuously enrolled.	Pennsylvania Department of Education: Instructions for registering	\$40.00
*When you have your fingerprints completed for the Federal Criminal History Record (above) electronically, please request that you receive a hard copy of your fingerprints! You will need to pay an additional fee at the time you are fingerprinted.			\$2.50
P.P.D. Tuberculin Test	Must be current with in one year and renewed each year.	Primary care physician	

Students completing field experiences outside the Commonwealth of Pennsylvania regardless of student's residence

It is the responsibility of the student to become aware of and to comply with existing federal, state and local statues pertaining to Criminal History Records and other background clearances including mandated communicable disease testing in the specific location where they will be participating in any required clinical field experiences, including practicums and student teaching. Students are required to complete and present the attached document to the Saint Joseph's University Teacher/Administrator Preparation Program administrator PRIOR to participating in any required clinical field experiences, including practicums and student teaching.

Statement Regarding Background Clearances

Date _____
Name _____
SJU ID# _____
Address _____
Phone _____

I will be participating in clinical field experiences, including practicums and student teaching in the following location(s)

CITY/TOWN _____
STATE/REGION _____
COUNTRY _____
BEGIN DATE _____

Please indicate agreement by initialing the following statements:

____ I understand that I may not participate in clinical field experiences, including practicums and student teaching until I have signed and presented this document to the Saint Joseph's University Teacher/Administrator Preparation Program administrator.

____ I have determined to the best of my ability that the following Criminal History Records Information and other background checks including communicable disease testing requirements for my location are as follows:

I hereby affirm that I have taken the necessary measures to be in compliance with all of the requirements listed above and I will maintain current and valid documentation of the requirements throughout my participation in the program.

Name _____

Signature _____ Date _____