

**SCHOOL OF EDUCATION
Field Placement Office**

Clearance Requirements

Introduction

The Commonwealth of Pennsylvania's School Code requires that students in teacher preparation programs have current background checks prior to entering a school building. This applies to all field experiences, classroom observations, practicum experiences and student teaching inclusive.

Therefore, Holy Family University students must register the following documents with American DataBank before entering a school building. The URL for American DataBank is <http://www.holyfamilycompliance.com>. American DataBank charges a fee of \$25 per annum for registration and processing.

- Tuberculosis (PPD) Test
- Pennsylvania Child Abuse Clearance (Act 151)
- Pennsylvania Criminal History Background Check (Act 34)
- Federal Criminal History Record/Fingerprinting (Act 114)
- Arrest/Conviction Report and Certification Form (Act 24)

Students are to retain the originals of all documents in their possession! Documents should be secured in a safe place. Students should be prepared to produce them at school or district sites upon demand.

More details on each requirement appears below. Each document must be kept current and up-to-date in accordance with University guidelines. All clearances must be updated each year. Maintaining current and up-to-date documents will require the student to reapply for clearances in a timely manner. This is solely the student's responsibility! As clearances are renewed, students are to update the forms to their American DataBank account. The Field Placement Office will monitor student status online.

Links for the processing of clearance applications can be found at <https://www.holyfamily.edu/choosing-holy-family-u/academics/schools-of-study/school-of-education/clearance-information>.

Tuberculosis (PPD) Test

Students must have this test administered and confirmed by their family physician or the Director of Health Services at the University. Results are to be uploaded to American DataBank. Each test is valid for one year from the date of issue.

Pennsylvania Child Abuse Clearance (Act 151)

The student must complete an application online. The student must pay a processing fee by credit card. This clearance is valid for one year from date of issue. Questions can be directed to 877-343-0494.

Pennsylvania Criminal History Background Check (Act 34)

The student must complete an application online. The student must pay a processing fee by credit card. This clearance is valid for one year from date of issue. Questions can be directed to 1-888-783-7972.

Federal Criminal History Record/Fingerprinting (Act 114)

The student must register online. The student must pay a processing fee by credit card. This clearance is valid for one year from date of issue. Proceed as follows.

- Register and pay online. A credit card is needed.
- Print the receipt after paying the fee.
- Take the receipt and a photographic identification card to a Identogo fingerprinting site. Retain possession of the receipt. (Fingerprinting sites in proximity to Holy Family University can be found on the Identogo website).
- Your record (Civil Applicant Response) will be mailed to you. Upload this form to American DataBank.

Please note that students seeking placement in New Jersey must also undergo fingerprinting in that state. Visit <http://www.nj.gov/education/educators/crimhist/forms.htm> for more information.

Arrest/Conviction Report and Certification Form (Act 24)

Act 24 of 2011 requires the student to complete an Arrest or Conviction Report and Certification Form known as PDE-6004. This form must be completed and submitted to the Field Placement Office prior to entering a school building. The student is also required to use this form to report subsequent arrests or convictions of Section 111(e) crimes within seventy-two (72) hours of the occurrence of such arrest or conviction. A copy of the PDE-6004 form can be retrieved from the link below. A listing of applicable Section 111(e) crimes is included on the form. Sign and upload both pages of the form to American DataBank.

Questions may be directed to the Field Placement Office, ETC 443/441, 267-341-3673/3666.