

**UPDATED Feb 22, 2024**

## **Required Clearances for undergraduate Art Therapy majors completing Senior Fieldwork.**

Art Therapy majors who are completing Senior Fieldwork, regardless of whether or not they will be working primarily with children, must have the following Clearances on record with Seton Hill, as mandated by the Commonwealth of Pennsylvania in Act 24 of 2011, Act 34 of 1985, and Act 114 and Act 151 . <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

**\*For Senior Fieldwork, students are covered by the Seton Hill student liability insurance policy. Information on this may be reviewed in your Fieldwork handbook. No further purchase is necessary.**

\* For the following Clearances required, if not previously submitted to Seton Hill, they must be **obtained no more than six months prior to start of the Fieldwork term** . This will allow them to be valid through the entire academic experience as needed.

**OPTION A) Students who have taken Child Psychology at Seton Hill, and thus have submitted clearances as part of their experience with the SHU Child Development Center, will only need to obtain the following prior to start of Senior Fieldwork:**

- **TB Test**> Must be very recent, within six months prior to start of Fieldwork- P.P.D. (TB) Test , (please note a Fieldwork site may require the 2-step TB, not just the one step)
- **FBI Clearance**> Federal Criminal History Background Check (FBI/fingerprint check) (Act 114) **if original not saved** from having obtained for your Child Psychology class. The reason we might need you to show us an FBI clearance is that Seton Hill has not saved the one you got for Child Psychology class, so we and your site need to see it if you saved it, or have you get a new one if you don't have the one from Child Psych.
- Seton Hill has, though, stored your Child Abuse Clearance and your PA Crim check from Child Psychology class, and they are good for five years, so you don't need to get new ones of these.
- Any further medical or drug tests that may be required by a site or recently updated clearances if site requires.

**OPTION B) Students who have transferred into Seton Hill, and have not taken Child Psychology at SHU and thus do not already have clearances on record with SHU, will need to obtain the following prior to start of Senior Fieldwork. (If a transfer student has the following stored in their personal papers and can present them to their SHU instructor, and the clearances are not more than four years old, we can accept them. If not, new ones must be obtained) .**

- **TB Test** - Must be very recent, within six months prior to start of Fieldwork- P.P.D. (TB) Test , (please note a Fieldwork site may require the 2-step TB, not just the one step)
- Any further medical or drug tests that may be required by a site or recently updated clearances if site requires.
- **PA State Police Criminal History** Record (Act 34)
- **PA Child Abuse History** Clearance (Act 151),
- **FBI Clearance**- Federal Criminal History Background Check (FBI/fingerprint check) (Act 114)

### Approval of clearances

Once your clearances have been reviewed by your Fieldwork Instructor and determined to have been correctly and fully obtained, you will receive approval to continue with Fieldwork orientation. The program administrative assistant will record the dates and scan the documents within the Seton Hill University online student records system. For your FBI clearance, only dates will be recorded and the document will not be scanned. Once student clearances have been successfully submitted, no further action is necessary other than the requirement to also submit them to your site supervisor .

Be sure to save your clearances with your important documents.

### How to Obtain Required Clearances

**\*\*\*International Students:** When prompted for a Social Security Number in the clearance applications, provide your Passport Identification number followed by two zeros.

<p><b>P.P.D. Tuberculin Test. Also known as TB test.</b></p>	<p>Go to your primary care physician or a Med Express type of outlet or you may wait until the Seton Hill Wellness Center offers testing on campus . (though may not start at Fieldwork until obtained) SHU generally holds a TB clinic at start of each term. If you use a primary care physician we do not have a special form. Physician letterhead or prescription pad with your name, date and results will be approved.</p> <p>Note: A Fieldwork site may require you to receive the 2-step TB test, which is generally required for medical or hospice settings.</p>	<p>varies , generally \$8 at SHU Wellness - \$35ish at Urgent Care walk-in centers like MedExpress</p>
<p><b>Federal Criminal History Record (Act 114) . Also known as FBI Clearance</b></p>	<p>Go to the IdentiGO website at <a href="https://www.identigo.com/">https://www.identigo.com/</a></p> <p>Applicants first pre-register, then go to a site to get their fingerprints scanned. Pre-register and find the location of the sites that will do your fingerprinting. The applicant must register online prior to going to the fingerprint site. Walk-in service is allowed at some sites but all applicants are required to complete pre-enrollment in the IdentiGO system.</p>	<p>\$ 23 - \$25 depending, as of 2022</p>

	<p>Click on the “Get Fingerprinted link and follow along from there. You will be asked for your service codes when identifying the authorized purpose for why an applicant is being fingerprinted. This ensures applicants are processed for the correct purpose and agency. Below are the service codes available for applicants applying: <b>For class experiences, use service code: 1KG6ZJ</b></p> <p><b>You can now get the results electronically through email!!</b> When you follow the above steps it will walk you through how, but here is a link about getting the electronic certificate of your FBI clearance through email if you need to read up on it: <a href="https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx">https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx</a></p> <p>*Super Important info&gt;&gt;after you get your fingerprints done, you will get an email from “PA SAFE CHECK”. <b>DO NOT</b> open it on your phone. You have to be on a Laptop and you get one chance to open it and download your FBI clearance. You get a <b>one- time</b> chance to access your clearance, download and print it super quick, like within hours of getting your fingerprints. Super convenient too. If you try and do it on your phone, or try more than once, you won’t be able to quickly download your results and will have to wait for them in the mail, like a couple of weeks wait.</p> <p>If you have additional questions, please 877-371-5422 to reach the office that processes FBI clearances for the state of Pennsylvania.</p>	
<p><b>Child Abuse History Clearance (Act 151)</b></p>	<p>Go to the Pennsylvania Child Welfare portal at: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a></p> <p>Create an account. You will need a credit card to complete the application online.</p> <p>This report is sometimes emailed to you within a few minutes of submitting your application. New applications to the system can take up to 7 days to process, but not usually. You will receive an email with a link and once your application is cleared, either in a few hours or a few days, another email confirming you can <b>print out the certificate.</b></p> <p>However, there will be an option for you to get a waiver on the fee as you are considered a volunteer. Before you start, you should have the following information readily available to help you complete your application:</p> <ol style="list-style-type: none"> <li>1       Addresses where you have previously lived</li> <li>2       Names of all individuals with whom you have lived including parents, guardians, siblings, spouses, etc.</li> </ol>	<p>fee waiver for volunteers</p>

	<p>3 Any previous names you have used or have been known by</p> <p>4 When starting the application it asks for an “application purpose”, select “Volunteer having contact with Children” .</p>	
<p><b>Pennsylvania State Police Request for Criminal Records. Also known as PA Crim Check (Act 34)</b></p>	<p>Go to the Crim History website at:  <a href="https://epatch.pa.gov/home">https://epatch.pa.gov/home</a>          If done electronically, this clearance result certificate prints out instantly.</p> <p>Click on “New Record Check (Volunteers only)” as class experiences fall under this category. If you need the clearance for both a class and also a place of employment, you will need to pay the fee as you are not a volunteer then. In this case, find and click on “ Submit a New Record Check” Please practice ethical behavior and select the option that fits. (unpaid volunteer vs. paid employee/intern)</p> <p>Follow the instructions and click submit (It takes a few minutes to process).</p> <p>When you also include your email in the info fields, you will receive a confirmation email once the state has received your request, and another email will be sent once the request has been processed. When you receive the “request completed” email, be sure to <b><u>Print out the “Certification Form”</u></b>. <b>Make sure you follow this step!</b></p> <p>Please write down your control number. In the event you misplace the clearance, you can go back to the site to obtain a copy. If you have questions about the PA Crim Record Checks form , please call: (717) 783-9973 or toll free 1-888-783-7972.</p>	<p>-fee waiver for volunteers</p>

### **Consequences for Not Having Updated Clearances**

Not receiving your clearances will prevent you from completing coursework and you will be subject to disciplinary action by the College of Visual and Performing Arts for lack of professionalism.

### **Reporting Incidents**

Students who have incidents on their clearances should contact the graduate Art Therapy Program Director immediately before proceeding with any class experiences/Internships. A hard copy of the clearance with a brief written statement of explanation of the incident must be submitted in order to facilitate review. Clearances with offenses/incidents require additional review and approval. Students are also expected to inform the Art Therapy Program Director about any incidents they incur after they have submitted updated clearances.

- A student who incurs an incident should not begin or continue to engage in any class experience/Internship while the incident is being reviewed by the graduate Art Therapy Program Director and Chair of the College of Visual and Performing Arts.
- A student who fails to immediately report an incident and/or who continues to engage in courses before an incident has been reviewed will be subject to disciplinary action in accordance with Seton Hill University's Student Code of Conduct.
- An incident is any criminal activity someone was involved with that received the attention of law enforcement and would appear on someone's background check. If you're unsure whether or not you've incurred an incident, renew your clearances (FBI, PA State Police, PA Child Abuse) to see whether the activity in question is noted on them as updates.