

UPDATED Feb 27, 2024

Required Clearances for Graduate Art Therapy students completing class Field Experiences and Internship.

Art Therapy programs at Seton Hill University have instituted a Clearances Policy for background checks of persons working with children 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>

Clearances Policy

All graduate art therapy students, even those who intend to complete Internship/Field Experience for organizations in which they are employed, are required to obtain and submit updated clearances in advance of the following course(s):

1) **SAT 525 Art Therapy with Children** (obtain recent PA State Crim, PA Child Abuse, FBI clearance and TB test for Child AT)

All of these items will be turned in to the instructor as part of SAT 525 Art Therapy with Children. Once recorded by the program, they will be returned to the student who must save these important papers.

2) **SAT 600 Practicum and Internship 1** (obtain only Liability Insurance, and newly updated PA State Crim and TB test for Internship.

You do not need, **unless your site requires it**, an updated FBI clearance or Child Abuse clearance for Internship. Prior to start of Internship you will provide the updated PA State Crim and TB Test, along with Liability Insurance, to the AT Program Director for approval.

New Clearances required as listed above must be obtained **no more than four months prior to start of the term** . This will allow them to be valid through the entire academic experience as needed, or to be valid throughout the Internship year if that is required by an agency.

Here is the entire list of all the clearances being referred to above:

- PA State Police Criminal History Record (Act 34),
- PA Child Abuse History Clearance (Act 151),
- Federal Criminal History Background Check (FBI/fingerprint check) (Act 114),
- P.P.D. (TB) Test , (please note an Internship site may require the 2-step TB, not just the one step),
- Graduate students completing Practicum/Internship must also obtain Liability Insurance

Approval of clearances

Only the Program Director, not other faculty, reviews the individual results of clearances. Once your clearances have been reviewed by the

Program Director and determined to have been correctly and fully obtained, you will receive approval to continue with the course or Internship. The Program Director will then ask the administrative assistant to record the dates and to 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 if completing Internship.

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>Child Abuse History Clearance (Act 151)</p> <p>Needed for SAT525 - Child AT</p>	<p>Go to the Pennsylvania Child Welfare portal at: https://www.compass.state.pa.us/cwis/public/home</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 print out the certificate.</p> <p>However, there will be an option for you to get a waiver on the normal \$10 fee if you are not also obtaining this for employment and can thus be 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"> 1 Addresses where you have previously lived 2 Names of all individuals with whom you have lived including parents, guardians, siblings, spouses, etc. 3 Any previous names you have used or have been known by 4 If able to obtain as a volunteer (i.e. not also for your work –course experiences are considered volunteer experiences) and not having submitted for the volunteer fee waiver previously, when starting the application it asks for an “application purpose”, select “Volunteer having contact with Children” . If you cannot apply for the fee waiver, and must submit the fee, that is not a problem as far as what Seton Hill needs. 	<p>fee waiver for class volunteers .</p>
---	---	--

<p>Federal Criminal History Record (Act 114) . Also known as FBI Clearance</p> <p>Needed for SAT 525 - Child AT</p>	<p>Go to the IdentiGO website at https://www.identogo.com/ 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>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: For class experiences, use service code: 1 KG6ZJ</p> <p>You can now get the results electronically through email!! 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: https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx</p> <p>*Super Important info>>after you get your fingerprints done, you will get an email from “PA SAFE CHECK”. DO NOT 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 one-time 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>\$ 23-\$25 depending, as of 5/2023</p>
<p>Pennsylvania State Police Request for Criminal Records. Also known as PA Crim Check (Act 34)</p> <p>Needed for SAT525 Child AT and SAT600 Internship</p>	<p>Go to the Crim History website at: https://epatch.pa.gov/home 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 or even paid internship, 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>\$22.00 or fee waiver for volunteers</p>

	<p>Follow the instructions and click submit (It takes a few minutes to process). 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 <u>Print out the “Certification Form”</u>. Make sure you follow this step!</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>P.P.D. Tuberculin Test. Also known as TB test.</p> <p>Needed for SAT525 Child AT and SAT600 Internship</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. SHU generally holds a TB clinic at start of each term.</p> <p>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: Internship site may require you to receive the 2-step TB test, which is generally required for medical or hospice settings.</p>	<p>varies , generally \$14 at SHU Wellness - \$35ish at Urgent Care walk-in centers like MedExpress</p>
<p>[NOT needed for SAT525 Child AT]</p> <p>Liability Insurance-Required ONLY for SAT 600 (Internship)</p>	<p>Students must provide proof of personal liability insurance before they enter internship. This requirement can be met by:</p> <p>Obtain at lower cost as a benefit of being an “Art Therapy Graduate Student” member of the American Art Therapy Association (AATA)- and select to add liability insurance as well. https://arttherapy.org/. If purchased through AATA, you can download a pdf of your insurance from your MYAATA portal (which you set up after becoming a member)</p> <p>-(OR)- Purchase Health Providers Service Organization (HPSO) Professional Liability Insurance https://www.hpso.com/</p> <p>Under “area of study” you will see an option to choose ‘art therapist. Insert all requested info, when you get to status as a healthcare professional click on “Student”. You will note that the page that comes up gives the option to apply online or via paper. If you apply online, be sure to not just stop at applying, but also <u>go on to actually print out the</u> certificate, which you can easily do. Liability Insurance policies are valid for one calendar year.</p>	<p>Varies . You can get a price quote on either the AATA or the HPSO site. It is cheaper to purchase through AATA when you combine with your Student Plus membership fee as well.</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 graduate 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.

Questions and Assistance

For general questions about clearances or for questions about clearances related to a course, please contact the graduate Art Therapy Program Director.