CLEARANCES AND TB TESTS
REQUIRED FOR STUDENTS
LOCK HAVEN UNIVERSITY OF PENNSYLVANIA

Students going out into the schools (public and private) K-12 or to any public agencies are required to have the clearances and TB Test listed below. Clearance applications are available outside of the Student Teaching Office on the sixth floor of Robinson Learning Center. The clearances are obtained solely by the student and the results are only shared with the student.

1. **Criminal Record Check** (Act 34 Background Clearance) – is good for one year from the date the clearance has been granted. If the student chooses to mail the form, the agency puts the clearance date at the bottom of the form where it is stamped certified by the Director of Central Repository. **Must say “no record”**. May take two to four weeks to be processed. The Criminal Background Check can also be obtained on-line using a debit or credit card at [https://epatch.state.pa.us](https://epatch.state.pa.us). Applicants must make sure that they print the “official” Certification Form with the state seal watermark in the background.

2. **Pennsylvania Child Abuse History Clearance** (Act 33/151) – is good for one year from the date the clearance has been granted. The agency lists the Verification Date at the top of the form. **Must say “no record”**. May take two weeks or more to be processed. Child Abuse History can only be obtained by mail but the form can be printed off at [https://www.dpw.state.pa.us/oclyf/ocycfchildabusehistinst.asp](https://www.dpw.state.pa.us/oclyf/ocycfchildabusehistinst.asp)

3. **FBI Federal Criminal History Record** (Act 114) – All student teachers, students participating in the classrooms, and anyone employed in private or public schools must have a current FBI Federal Criminal History Record done. This clearance is good for the entire time you are enrolled at LHU; unless you lose the original or if you have a break in your enrollment. The processed FBI Clearance **Must say “no record”**. This clearance requires fingerprinting done at specific sites in Pennsylvania. You must be registered with Cogent Systems at [http://www.pa.cogentid.com](http://www.pa.cogentid.com) prior to having your fingerprinting done. **Please request a paper copy at the time of registration.** It may take up to 8 weeks to receive your clearance results back and you will not be able to enter schools without it so plan ahead.

4. **Tuberculin (TB) Test** – is good for two years from the date of the test. If a student has a valid TB test on record at the LHU Glennon Infirmary, the student may go there to request a TB Test Verification Form. New students must have the TB test as part of their Medical Record for entrance to the University, so it will be part of their physical examination form and we recommend that you keep a copy of that TB Test Verification information to submit to our office. **The TB Test verification from the infirmary or from a private physician must include the student’s name, date of test, and the test results (which should be negative)**. If a student needs a TB test, the Infirmary will do the test free of charge.

Note: Non-U.S. citizens must apply for clearances and a TB test as well.

**Directions for Recording Data**

Students should wait until they have all four pieces of documentation and then personally bring them into the Office of Student Teaching to be recorded. There is a cover sheet that needs to be completed and attached to the clearances and TB test result. The Clearance Coordinator checks these documents for authenticity, records the dates and then returns the original forms to the student in person or by mail. **NO COPIES ARE KEPT ON FILE IN THE STUDENT TEACHING OFFICE OR THE TEACHERS EDUCATION OFFICE. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THESE DOCUMENTS IN A SAFE PLACE.**

Students are permitted to mail them to the Clearance Coordinator for recording. If you choose to mail them you must attach a note indicating your major, ID number, and the semester/year of entrance to LHU. They will be recorded and returned to your at the address you provide. Please use the address below.

**Lock Haven University of Pennsylvania**
**Clearance Coordinator, Office of Student Teaching**
**North Fairview Street, 613 Robinson Hall**
**Lock Haven, PA 17745**

Clearances and TB Tests – Revised 7/09