

## Clearances

**Before registering for School Counseling Practicum or Internship, you must submit these clearances to the Graduate Program Secretary.**

Clearances Needed	When & How to Obtain	When to Renew
<b>Child Abuse (Act 151)</b>	<b>Before submitting the Practicum Proposal Form.</b>	<p><b>Must be renewed annually.</b></p> <p><a href="http://www.portal.state.pa.us/portal/server.pt/community/background_checks(act_114)/7493/act_151(child_abuse)_background_checks/601428">http://www.portal.state.pa.us/portal/server.pt/community/background_checks (act 114)/7493/act 151 (child abuse) background checks/601428</a></p>
<b>PPD Shot Verification</b>	<b>Your physician.</b>	<p><a href="http://www.portal.state.pa.us/portal/server.pt/community/background_checks(act_114)/7493">http://www.portal.state.pa.us/portal/server.pt/community/background_checks (act 114)/7493</a></p>
<b>PA Criminal History Clearance (Act 34)</b>	<p><b>Apply online at:</b>  <a href="https://epatch.state.pa.us/Home.jsp">https://epatch.state.pa.us/Home.jsp</a></p>	<p><b>Will be valid beyond one year if you are continuously enrolled and your criminal status does not change.</b></p>
<b>FBI Criminal History Fingerprints (Act 114)</b>	<p><b>Apply online at:</b>  <a href="http://www.pa.cogentid.com">http://www.pa.cogentid.com</a></p>	<p><b>Will be valid beyond one year if you are continuously enrolled and your criminal status does not change.</b></p>
<p><b>Signature Page:</b>  <b>This is your agreement to notify the college if your criminal history status changes.</b></p>	<p><b>This form is available at:</b>  <a href="https://www.westminster.edu/academics/graduate/programs.cfm">https://www.westminster.edu/academics/graduate/programs.cfm</a></p>	<p><b>Valid if you are continuously enrolled and your criminal status does not change. \$38</b></p>

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. The fingerprint-based background check is a multiple-step process: The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location.

Registration is completed online or over the phone. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.

A billing account must be established prior to the date applicants go to be fingerprinted. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The closest site to New Wilmington is The Midwestern Intermediate Unit IV in Grove City, PA. Please secure your FBI check immediately, then in 6-8 weeks when your FBI Check results come to you, bring the original to the Graduate Program Secretary for us to copy and keep on file.

Please note that four items are now needed for you to be out in schools:

1. Current PA Criminal History Background Checks
2. PA CHILD ABUSE HISTORY Clearances
3. A negative PPD test result
4. FBI Fingerprint Criminal History Background Check
5. Act 24 Signature Page

Please note that since Westminster is in PA (no matter what state you are from) the PA clearances are needed, as your certification will come from the Pennsylvania Education Department. If a student ends up working in another state, it is likely that the student will need to request additional background checks/credentials.

The Graduate Program Office will maintain a file with your FBI Fingerprint clearance and PA History Clearance information. Students need to apply for these particular processes one time. As long as students are continuously enrolled at Westminster College, the FBI clearance and PA Criminal History Clearance will be valid unless there is a change in criminal history status.

If there is any change in a student's status, the student is obligated to notify our Department of that change and to follow up by requesting and submitting new FBI and PA Criminal History clearances to Westminster's Graduate Program.