



LEHIGH UNIVERSITY®

Acknowledgement of College of Education Policy on Clearance Checks

NOTE: This form must be signed and dated in order for your application to be considered complete.

The College of Education has an approved policy that complies with the Pennsylvania Department of Education requirement that is intended to protect children. That policy states:

All students, who come into contact with children either through field-based or research experience in school settings in the U.S., must obtain and present, to the Coordinator of the Office of Teacher Certification and Field Placements (OTCFP, Iacocca B208), the following **up-to-date (not more than one year old)** clearance documents:

- **FBI Federal Criminal History Record (Act 114):** Obtain through Cogent Systems Fingerprint Services for PA found at: http://www.pa.cogentid.com/PDE_Main.html
- **Pennsylvania State Police Criminal Records Check (Act 34):** Request your record through the PATCH system found at: <https://epatch.state.pa.us/Home.jsp>
- **Pennsylvania Child Abuse History Clearance (Act 151):** Forms available at: <http://www.dpw.state.pa.us/partnersproviders/childwelfare/003671038.htm>
- **Mantoux Tuberculosis Screening or the results of a chest X-ray:** For students' convenience, Lehigh's Health Center holds TB Clinics in December and May of each year for a nominal fee. For more information and to schedule an appointment, call 610-758-3870. If you choose not to use the Health Center, we will need signed documentation from your doctor that indicates the results of your test.

Before any student will be permitted to initiate a field experience or research activity that involves school-based contact with children, the following conditions must be met:

- Either the Mantoux **must be negative** or the student must have a clear chest X-ray that is less than 5 years old.
- All three other documents show that **"no record exists."**

Students will not be placed in field or research experiences until all documentation is clear; meaning that Mantoux or chest X-ray is negative and criminal background checks indicate that "no record exists." If any action is needed in response to any clearance check, that action is solely the responsibility of the student, not the College of Education faculty or staff.

This policy represents the minimum requirements for programs and students with respect to criminal and abuse records' checks. Individual programs and/or school districts can set more stringent requirements.

Please select the program to which you are applying below:

- Comparative & International Education: Dr. Alex Wiseman, Program Director 610.758.5740 incomint@lehigh.edu
- Counseling Psychology: Dr. Arpana Inman, Program Director 610.758.4443 incopsy@lehigh.edu
- Educational Leadership: Dr. Floyd Beachum, Program Director 610.758.5955 inedldr@lehigh.edu
- School Psychology: Dr. Patti Manz, Program Director 610.758.5656 inschpsy@lehigh.edu
- Special Education: Dr. Lee Kern, Program Director 610.758.3267 insped@lehigh.edu
- Teaching, Learning, & Technology: Dr. MJ Bishop, Program Director 610.758.3235 TLTProgram@lehigh.edu

SIGN BELOW AND SUBMIT THIS FORM WITH YOUR APPLICATION

By signing below, I acknowledge that I have read, understood and agree to abide by Lehigh University College of Education's policy on clearance checks. I also understand that I must contact my Program Director (listed above) upon admission to determine when I need to present my clearance documents to my program.

Print Name

Signature

Date

Date