



**CLEARANCES**

**REQUIREMENTS**

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## Education Department Information Web site

1. Clearances Requirements Book, Student Teaching Timelines, Requirements, Application & Contract.

[http://www.kings.edu/academics/undergraduate\\_majors/education/forms](http://www.kings.edu/academics/undergraduate_majors/education/forms)



## REQUIREMENTS FOR STUDENT CLEARANCES PACKET

Needed for Education Field experiences (observation)  
A complete new updated packet is required each semester.

These documents are required for all King's College Education students with courses requiring Field Experiences.

1. To complete a Field Experience (observation) a clearances packet must be submitted to Mr. Killino, Room 118 O'Hara Hall prior to the start of the semester with your Field Experience (observation).

The clearances packet includes the following documents:

1. **Education Courses Clearances check list.**

- The check list can be obtained in the Clearances Requirements Booklet and must be filled in and attached to the front of your clearances packet.

2. **Student Information Release**

- Submit a signed and dated (check line three) copy of the Student Information Release.

3. **Act 114, Rap Sheet, Fingerprints Clearance (FBI Federal Criminal History Record at PA Dep. Of Education) (Reason for clearance is Colleges/Universities Teacher Education Program)**

This clearance, the electronic scanning of your fingerprints, requires online pre-registration at <https://uenroll.identogo.com>. Once the site opens enter code **1KG6RT** and choose the heading Schedule or Manage an Appointment. Have a credit card on hand to which the fee of **\$23.85** for this clearance can be charged and be sure to choose the site where you want to be fingerprinted. At this time print a copy of your service details to bring with you to the fingerprint site.

Once the online application is complete, the applicant must go to the fingerprint site chosen during the application process to have his/her fingerprints scanned. **Once fingerprinted you may receive an unofficial copy of your fingerprint results. You will need to find your UE ID # on your copy of your Service Details (found on the left side under your name) and submit it to Mr. Killino so he can obtain the official copy.**

Please note:

**This clearance will need to be renewed if you dropped out of King's for a semester, transferred to King's College, School District required, or for your student teaching semester.**

4. **King' College FBI Clearance Document (Student Attest Form)**

This document, which must be completed by you, which will have you attest that

- you have been continually enrolled at King's College since you received your FBI Clearance,
- you have **not** transferred from another college or university since you received your FBI Clearance, or
- you have not used your Rap Sheet for employment

**5. Act 34, the Pennsylvania State Police Clearance (Reason for clearance is Employment)**  
The clearance, which can be done online at <https://epatch.pa.gov> requires the completion of an online application and a credit card payment of \$22.00.

**Please note: This clearance must be valid Thru the Semester of your Field Experience.**

**6. Act 151, the Pennsylvania Child Abuse Clearance (Reason for clearance is Employment)**  
This clearance, which is valid for only one year, requires that you **must complete it online, which will require a credit card payment of \$13.00 at <https://www.compass.state.pa.us/cwis>.** (Pick option school employee governed by public school)

**Please note: This clearance must be valid Thru the Semester of your Field Experience.**

**7. Act 24 of 2011, Arrest/Conviction Report and Certification Form**

This Pennsylvania law mandates that all student teacher candidates complete this form. **Please read the directions carefully.**

**8. National Sex Offender Public Registry Check (valid one semester)**

- In order to obtain this information, use the following web site:
- <https://www.nsopw.gov/> Click Advanced Search, Click Continue at the bottom of the page, Complete left side of the screen, Click red bar at the bottom.

**9. Verification of Recertification of Child Protection Trainings, Identifying and Reporting Sexual Misconduct, Shine a Light and **Boundary Training for Educators****

- Follow the instructions for protecting children, training, found in the Education Departments Clearances Requirements Booklet to fulfill your trainings.

**10. Signature of reading and acknowledging King's College's "Guidelines for Appropriate Interactions with Children"**

- Submit a signed copy of the Kings College "Guidelines for Appropriate Interactions with children.

**11. Signature of reading and acknowledging King's College Education Department's "Social Media Policy."**

- Submit a signed copy of the Kings College Education Department's "Social Media Policy"

**12. King's College TB Test Results Form**

- In order to participate in an educational field experience this form must indicate that your TB test result is negative.
- The form must be completed by a physician, a physician assistant, a certified registered nurse practitioner, a registered nurse, or a practical nurse. TB Tests may also be obtained at King's College Student Health Center. Testing is only available on Mondays, Tuesdays, and Wednesdays. (See separate form)



## Education Courses Clearances Check List

Fasten all documents to this check list in the order that they appear on the list

**\*= information required**

\*Student Name: \_\_\_\_\_

\*Semester: \_\_\_\_\_

\*Education Courses for which clearances are being submitted: \_\_\_\_\_

### Checklist

\_\_\_\_\_ Student Information Release Form (**Valid for Semester**)

\_\_\_\_\_ FBI Fingerprint Clearance (Rap Sheet) (**Valid until Student Teaching or certain requested Districts**)

\_\_\_\_\_ Sign-off that student has been continuously enrolled (FBI Student Attest Form) (**Valid for Semester**)

\_\_\_\_\_ PA Criminal Record Check (**Valid one year from issuance date**)

\_\_\_\_\_ PA Child Abuse Clearance (**Valid one year from issuance date**)

\_\_\_\_\_ Kings College TB test form. TB test must be negative. (**Valid one year from date test is read**)

\_\_\_\_\_ Signed ACT 24 form (indicating arrests since issuance of any of these clearances) (**Valid for Semester**)

\_\_\_\_\_ National Sex Offender Public Registry Check <https://www.nsopw.gov/> (**Valid for Semester**)

\_\_\_\_\_ Verification of Child Protection Training certificates. (3 certificates) (**Valid for Semester**)

\_\_\_\_\_ Signature of reading and acknowledging King's College's "Guidelines for Appropriate Interactions with children." (**Valid for Semester**)

\_\_\_\_\_ Signature of reading and acknowledging King's College Education Department's "Social Media Policy." (**Valid for Semester**)

**All Documents must remain valid Thru the End of the Field Experience Semester**

Fasten all documents to this check list in the order that they appear on the list



## Student Information Release

*Family Educational Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

King's College will not release information to anyone outside the institution without the written consent of the student, except as provided by federal law as stated in the King's College catalog. Once completed, this form will remain in effect until the student has graduated or has withdrawn from King's College or if the student completes a new form AND returns it to the Department of Education.

SELECT ONLY **ONE** OPTION:

I DO NOT grant permission for King's College to release my records except as permitted by law.

I hereby grant permission for King's College to share only academic related information to the following:

I hereby grant permission for King's College to share academic and/or non academic related information to the following:

### **Education Field Experience Sites**

\_\_\_\_\_  
**Student Name (Please Print)**

\_\_\_\_\_  
**Student ID #**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



## **FBI Clearance Document**

### **Student Attest Form**

**King's College  
Education department  
O'Hara Hall  
Phone: 570-208-5983  
Fax: 570-208-8352**

**To Whom It May Concern:**

**I attest that I have been continuously enrolled in the education program at King's College and have maintained my proper FBI clearance (Rap Sheet) continually during this period.**

**Name (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

- By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_

\_\_\_\_\_

**Section 3. Child Abuse**

- By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

<ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.



## National Sex Offender Public Registry Check

National Sex Offender Public Registry Check (**valid one semester**)

<https://www.nsopw.gov/>

1. Click Advanced Search
2. Click Continue at the bottom of the page
3. Complete left side of the screen
4. Click red bar at the bottom
5. Then Print

# LEARNING LAUNCH ▶▶▶▶

## Self-Registration

### PROTECTING CHILDREN

#### New Training Program for Kings Education Students

Dear Students:

King's Education Department is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, King's Education Department requires that all Education Students complete the following online training course(s):

- 1. Protecting Children: Identifying and Reporting Sexual Misconduct
- 2. Protecting Children: Shine A Light
- 3. **Boundary Training for Educators (NEW)**

To begin training, follow these steps:

- 1) Go to <https://learn.ue.org/G58ZV188469/KingsEducation>
- 2) Complete the Registration form.
  - a. Enter your first name, last name, and email address and click Register.
  - b. You will receive a welcome email with your username and a temporary password.
  - d. Follow the link in the email to sign on.
  - e. You will be prompted to:
    - i. Enter your temporary password.
    - ii. Create a new password.
    - iii. Create and answer a security question.
- 3) Once you are logged in, be sure to complete all courses assigned to you.
- 4) A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.
- 5) **Many of you already have an account when you entered King's but now you must create a new account for the Education Department by following the instructions above and using a different e-mail address.**

# LEARNING LAUNCH ▶▶▶▶

## Tips for Completing Courses

- Pop-up blocker must be disabled for [ue.blackboard.com](https://ue.blackboard.com)
- Ensure your computer meets all System Requirements [specified here](#).

## Need Help?

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at [portalhelp.ue.org](https://portalhelp.ue.org). Or click any Support Portal link on the site.

All other questions should be directed to Mr. Thomas Killino at [thomaskillino@kings.edu](mailto:thomaskillino@kings.edu)

Thank you for your time and cooperation in completing this essential training program.



## King's Guidelines for Interaction with Children

There are many basic things that supervisors and volunteers can do to help prevent child abuse and protect themselves from false allegations. Some are obvious, some are less so, but each act to safeguard all participants in King's activities.

- 1) Never hit or strike a child in any manner—even in so-called “play”.
- 2) Do not use physical punishment of any kind.
- 3) Avoid being alone with one child.
- 4) It is advisable to always have at least two adults present, even with groups of multiple children. This prevents abuse and the potential for allegations. It also ensures children's safety in the event of an injury or other emergency.
- 5) Do not accompany children to the bathroom without another adult present.
- 6) Make sure an adult can see all the children participating in your activities at all times.
- 7) Have the children use the buddy system; children shouldn't go anywhere without their "buddy," especially in public activities such as field trips.
- 8) Invite parents to join in activities whenever they can.
- 9) Hugs are OK if they are appropriate and if both people are comfortable with them. Take clues from the body language of the child or simply ask – is it okay for me to hug you?
- 10) Be aware of children's personal boundaries and respect them. For example, some people like being close and getting or giving hugs, while others don't like a lot of close contact with other people.
- 11) Do not exchange any personal information such as phone numbers or e-mail addresses, and do not respond or initiate any relationships with children outside of the volunteer setting (e.g., do not “friend” children on Facebook or any social media, exchange texts, or initiate any face-to-face meetings).
- 12) If a child is initiating contact outside of the volunteer setting, especially multiple times, report this to your supervisor.
- 13) If a child confides to you that he or she is being abused, report this as soon as possible to your supervisor and follow King's policy for protection of children in making a report to the authorities. The same is true if you have a reasonable cause to suspect a child is being abused besides them telling you.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (printed) \_\_\_\_\_



## **EDUCATION DEPARTMENT Social Media Policy**

### Social Media

The term social media includes, but is not limited to, web logs (blogs); social networks such as Facebook, Twitter, Instagram, Snapchat, Tik Tok, podcasts, video sharing, instant messaging, email, and all online collaboration information and publishing systems including college sponsored sites.

### Prohibited Conduct

King's College teacher candidates are hereby advised that all college and district-related information published by them on their blog or social networking sites must comply with not only the King's College Acceptable Use Policy, but also the Acceptable Use Policy for the school districts in which they are placed for field experiences. Further, teacher candidates must comply with confidentiality obligations imposed by law, including HIPAA (*Health Insurance Portability and Accountability Act*) and FERPA (*Family Educational Rights and Privacy Act or the Buckley Amendment*.) HIPAA safeguards an individual's health and medical history; FERPA protects the privacy of a student in regard to their grades, behavior and overall schoolwork.) Teacher candidates must respect all copyright laws and must reference or cite all sources as required by law. Under no circumstances may the teacher candidates use college or district logos, mascots, or images on a personal social media account, profile, site, or blog without express written consent. The use of images or photographs of students on a personal blog or social networking webpage are absolutely prohibited.

### Conduct in the Use of Social Media

Teacher candidates should use care in posting or publishing photos of themselves. Only pictures that they would be comfortable sharing with the parents of district students, or their employer should be posted.

Teacher candidates should monitor pictures posted by their friends, utilize appropriate privacy settings, and monitor any tagging of their names to ensure that a search for their name does not bring up inappropriate or unauthorized images of the teacher candidate.

Monitoring and Liability

Social media users may be held responsible and subject to discipline for commentary that references the college, district, its staff, students, or operations in an inappropriate or illegal manner. In general, social media users should further be aware that they may incur liability arising from commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by law).

Social media users should take responsibility and monitor their own social media applications on a regular basis to review and approve any and all comments that may appear. Any inappropriate, offensive, obscene, or illegal comments or spam should be deleted or removed as soon as reasonably practical by the teacher candidate.

Discipline Under This Policy

Violation of this policy will result in discipline as appropriate, up to and including possible referral to appropriate college administrator for disciplinary action.

Exceptions to this policy may be recognized in instances where an individual's speech is made as a private citizen, on matters of purely public concern, where appropriate and where otherwise required by law.

Teacher Candidate's Name: \_\_\_\_\_  
(Please Print)

Teacher Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Course: \_\_\_\_\_



Student Health Services  
Andre Hall  
Phone: (570) 208-5852  
Fax: (570) 208-8394

Use this form and signed wavier when being tested at  
King's College Student Health center

### Mantoux Test (TB Test)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mantoux Placement:      Left Forearm              Right Forearm

Date Placed: \_\_\_\_\_

Lot Number: \_\_\_\_\_      Exp. Date: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Placed by: \_\_\_\_\_ RN   PA-C   NP   MD   DO

Mantoux Reading:      Negative              Positive \_\_\_\_\_ mm induration

Date Read: \_\_\_\_\_  
(48 – 72 hrs. after placement)

Read by: \_\_\_\_\_ RN   PA-C   NP   MD   DO

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I understand that this test is being provided on a fee for service basis as a professional courtesy by the King's College Student Health Center. It is my obligation to return to having the test read in 48 to 72 hours.

If the Mantoux test is positive, I will immediately be referred to my Primary Care Provider or the Wilkes-Barre City Health Department for treatment and follow up. The King's College Student Health Center will not be responsible for any treatment or follow up.

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
King's College Student Health Center Staff

*(This form is to be used at all testing centers Except King's College Student Health Center)*

TB Test Results Form  
King's College  
Education Department  
O'Hara Hall  
Phone: 570.208.5983  
Fax: 570.208.8352

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\*\*\*\*\*

Mantoux Placement: \_\_\_\_\_ Left Forearm \_\_\_\_\_ Right Forearm

Lot Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Placed by:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Type of License: \_\_\_\_\_ LPN \_\_\_\_\_ RN \_\_\_\_\_ PA-C \_\_\_\_\_ NP \_\_\_\_\_ MD \_\_\_\_\_ DO

\*\*\*\*\*

Mantoux Reading: \_\_\_\_\_ Negative \_\_\_\_\_ Positive \_\_\_\_\_ mm induration

Date Read: \_\_\_\_\_

Read by:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Type of License: \_\_\_\_\_ LPN \_\_\_\_\_ RN \_\_\_\_\_ PA-C \_\_\_\_\_ NP \_\_\_\_\_ MD \_\_\_\_\_ DO