

The Field Services Office at Millersville requires clearances on file prior to semesters where any field experience occurs. Clearances must be clear (no record) and valid (do not expire) for the entire semester during which there is a field experience. **Post-**

SUBMITTING CLEARANCES: All clearances must be submitted electronically, through Cognito Forms. Please visit the following link to upload all required clearances and forms properly:

<https://www.cognitofrms.com/MillersvilleUniversity1/FieldServicesClearancesPortal>

- There are scanner applications on smart phones – be sure to save the scan as a PDF. The entire Cognito form and upload can be filled out on a smart phone, if you have access to your PDF files.
- **Save your PDF files of clearances to your computer for the future! As a courtesy, continue to take hard copies of your clearances to your field placement.**
- Note: Field Services will accept **complete packets only**. All clearances and forms must be submitted together on the Cognito Form.

Call or email with questions: (717) 871-5752 field.services@millersville.edu

Not sure what you should submit? See the chart below!

Undergraduate Students	Post Baccalaureate/Master’s Students Employed By a School District	Post Baccalaureate/Master’s Students Not Employed by a School District
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Act 151 Child Abuse Clearance	Proof of Employment (current and updated every year)	Act 151 Child Abuse Clearance
Act 114 Fingerprint Clearance	Copies of the clearances on file with your district (regardless of date)	Act 114 Fingerprint Clearance
Negative TB Test or Chest XRay		Negative TB Test or Chest XRay

NOTES:

ACT 34 Criminal Background- \$22 Fee

1. Apply online at <https://epatch.state.pa.us> (Credit card required). Please remember your log in information. If forgotten please call (717) 787-5280.
2. When completed, click on the "Certification Form" button and **print the results page with the state seal watermark (this is your official clearance).**

NOTE: If you happen to lose the original, click on "check the status of a record," enter the receipt information, and