CLASS ENROLLMENT REQUEST FOR HDFS 330 OR HDFS 430
(PLEASE CIRCLE ABOVE EITHER HDFS 330 OR HDFS 430)
Department of Human Development and Family Studies

NAME: ______________________  MAJOR: ___________ MINOR: ___________

PSU ID#____________________  CLASS STANDING: _______________________

SEMESTER YOU WISH TO ENROLL: FA _______ SP _______  Email: _______________

******************************************************************************
Registration for HDFS 330 or HDFS 430 may ONLY occur with approval from the instructor.  
Please bring this form with proper signature to 315 HHDEV East for registration.
******************************************************************************

What prerequisites have you taken or are in the process of taking for HDFS 330 or HDFS 430?

(Prerequisite for HDFS 330: HD FS229 or PSYCH212)
(Prerequisites for HDFS 430: HD FS229 or PSYCH212, HD FS312W)

Please List: __________________________  __________________________

_________________________  __________________________

Why do you want to take this course?

How does this course fit into your life goals?

*Note: I am aware that I must have completed the clearances required in this course by the first day of classes.  

Initials Required

Student Signature: __________________________  Date: __________

Faculty Signature: __________________________  Date: __________

HDFS 430  3cr  4cr  6cr (circle one)  For HDFS 430, please circle # of credits
HDFS 330 and HDFS 430

Requirement For Student Taking Courses With An Experiential Component
At The Bennett Family Center Or The Child Care Center At Hart Woods

Requirements for HDFS 330 and HDFS 430 include time spent observing, interacting with and developing curriculum activities (HDFS430) in direct contact with young children.

- **HDFS 330 “Observation and Experience with Children, Youth, and Families” (3 credits)**
  - Students must schedule 5 hours per week, of their own time, as participant observers at one of the centers.
  - Students will be placed in a 0-3 year (infants and toddlers) classroom for 5 weeks and then in a 3-5 year (preschool) classroom for 5 weeks for a total of 10 weeks and 50 hours of classroom observation.
  - Availability for scheduling classroom hours are:
    - M/W/F 8 am – 1 pm and 2:30-6 pm
    - T/R 2:30pm – 6 pm

- **HDFS 430 “Practicum in a Preschool” (3, 4, or 6 credit options)**
  - Students can request 0-3 (infant/toddler) or 3-5 (preschool) classrooms for their semester long placements as well as the center they would like, although the instructor’s responsibility is to have equal placements between the centers.
  - Scheduled hours must be consistent from week to week
  - Hours are scheduled in the child care center per credit option:
    - 3 credit option = 6 hours per week
    - 4 credit option = 9 hours per week
    - 6 credit option = 15 hours per week
  - All students will attend class with instructor, once per week
  - Availability for scheduling 0-3 or 3-5yr. old classroom hours are:
    - M/W/F 8 am – 1 pm and 2:30-6 pm
    - T/R 2:30pm – 6 pm

This document outlines the clearances and forms required for enrollment. These requirements must be completed by the FIRST week of classes and ready to submit to your instructor. All forms are confidential.

All forms must be current within one year of the first day of the semester.

It is absolutely necessary that students initiate the process for obtaining forms no later than 6 weeks prior to the first day of classes to insure the timely return of all materials.

**Required Clearances and Paperwork**

1. Be sure to Read and Complete all of the requirements
2. **Student Emergency Contact Form** – complete for local and home information
3. **Employee Disclosure Statement (DPW)** – be sure to have a witness sign
4. **PSU Arrest and Conviction Self Disclosure Form**
5. **Pennsylvania Child Abuse History Clearance** – “NEW” ELECTRONIC SUBMISSION Child Abuse History Clearance Online: [https://www.compass.state.pa.us/CWIS](https://www.compass.state.pa.us/CWIS) Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.
6. **FBI Fingerprinting**
   a. go to [http://www.pa.cogentid.com](http://www.pa.cogentid.com), register, for Dept. of Health & Human Services, using a credit or debit card.
   b. Print 2 copies of your registration. Take one with you to have the fingerprints done and keep the other for your records
   c. Have your fingerprints done at: either PSU Police in Eisenhower Parking Deck or UPS located in Hamilton Square (210 Hamilton Ave. State College (814-237-2552), or in your home town, keep a copy of the proof of fingerprinting
   d. You will receive a copy of the final results.

7. **PA State Response for Criminal Record Check** - This is completed with a credit card online at [https://epatch.state.pa.us](https://epatch.state.pa.us) for $10.00. You will need to print the certificate for your file offline.

8. **Child Care Staff Health Assessment** – your physical must be current within 1 year from the start date of your internship. TB test results must be current within 2 years.

9. **PSU Mandated Reporter online training** – at the successful completion of this you will print your certificate of successful completion of the post-test, go to ohr.psu.edu and look for the “Other Resources,” go to “Skillport”

10. **The Child Welfare Resource Center has an online training:** “Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania”. The training can be accessed at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). This training is free and a certificate is issued upon successful completion. This course is approved for 3 continuing education credits and has been approved by the PA Department of Human Services and Department of State to meet mandated reporting (Act 31) license requirements. Participants should allow for **three hours** to complete the training.

11. **Transcript** – you will need a copy of your most recent un/official transcript

12. **Request for Recommendation (2)** - You will need two letters, from non-family, who can attest to your appropriateness with children. In place of letters, you can have respondents complete the “Request for Recommendation” forms provided.

13. **Confidentiality Statement and Guidelines** – must be reviewed and signed.

**Storage and Retention of Clearances**

Due to concerns about privacy and security of data relating to students, a student’s completed clearances should be stored at their center at which he/she is placed. Course faculty should not store clearances. Students should retain the originals of all clearances – the centers should only store copies of them. Student clearances are considered to be facility records, not student records. All student files pertaining to clearances will be retained by the centers for two years (the current year plus one year) per the General Retention Schedule in GURU (Police & Public Safety – Background Checks).

**Expiration of Clearances**

Clearances will be considered valid by the centers for one calendar year following the date of record (or exam, in the case of the health appraisal). Yearly updates in the case of clearances are recommended. Health appraisals are valid for two years.