GENERAL INFORMATION

Athletic Training major clinical education sites and providers, require that athletic training students complete the following clearances **before** being able to participate in a field experience:

1. Pennsylvania Child Abuse History Clearance (CY113)
2. Pennsylvania State Police Criminal Records Check (SP4-164)
3. Federal Bureau of Investigation (FBI) Criminal Background Check

A detailed overview of all three clearances can be found at http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/#.Vo26cVK3OW4.

Students are responsible for paying all the fees associated with these clearances. The athletic training major, and/or associated/affiliated clinical education sites will **NOT** cover these related costs.

Please note:

- No athletic training student may proceed with a field experience as part of KINES 395F, 395G, 395I or 495F until ALL three clearances are complete.
  - Failure to do so before the beginning of a clinical education experience may result in the student’s dismissal from a practicum course.
- If a clinical education site or provider determines a student’s record would preclude him/her from being placed at a site, a site representative will communicate this directly to the Athletic Training major Clinical Education Coordinator.
  - The Athletic Training major Clinical Education Coordinator will meet with the student to discuss alternatives, which may include consulting with academic advising, and related University personnel to assess the respective student's ability to satisfy the major's requirements for matriculation.
INSTRUCTIONS

For privacy purposes, background clearances must be processed through CastleBranch. To get started, please go to https://portal.castlebranch.com/PN68, and click on the ‘Place Order’ button as indicated in the figure below.

Clicking on the ‘Place Order’ button will take you to the ‘Package Selection’ heading. From here please click on the ‘Please Select’ box, followed by the ‘Athletic Training’ box. As indicated in the figure below, please click on the ‘PM88’ link, and follow the step-by-step instructions. Please be sure to complete those clearances specifically for the athletic training major ONLY.

Please also refer to the supplemental directions (below) as appropriate. For questions regarding completing the clearance process, please contact the CastleBranch Service Desk at 888-723-4263 (Monday-Friday, 8am-8pm & Sunday, 10am-6:30pm EST) or servicedesk.cu@castlebranch.com.
SUPPLEMENTAL DIRECTIONS

STATE CLEARANCES

1. Pennsylvania Child Abuse History Clearance (CY113)
   - Indicate VOLUNTEERS as the “Purpose of Clearance”.

For questions related to the Pennsylvania Child Abuse History Clearance (CY113), please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

2. Pennsylvania State Police Criminal Records Check (SP4-164)
   - Indicate EMPLOYMENT/SCREENING as the “Reason for Request”.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4-164), please call (717) 783-9973 or toll free 1-888-783-7972.

FEDERAL CLEARANCE

3. Federal Bureau of Federal Investigation (FBI) Criminal Background Check
   - Students must register online before fingerprinting; “walk-in” service without prior registration will NOT be provided at any fingerprinting site.
     - Locations and operating schedules of authorized fingerprint sites are available at https://www.pa.cogentid.com/index.htm.
     - The Department of Education requires use of sites located in Pennsylvania ONLY.
     - A University Park authorized site is located at Penn State Police Services in the Eisenhower Parking Deck. Hours of operation are available at https://www.pa.cogentid.com/ohio/PA_Sites/PSU.htm.
     - Students MUST present a qualified State or Federal photo ID in order to complete fingerprinting.
     - A list of approved ID types may be found at www.pa.cogentid.com.

If you have questions about the FBI Criminal Background Check, please call (717) 783-3750.

*IT IS ADVISED THAT STUDENTS KEEP ALL RELATED ORIGINAL DOCUMENTS IN A SECURE LOCATION IN THE EVENT NEEDED FOR FUTURE REFERENCE.*