



**MILLCREEK TOWNSHIP SCHOOL DISTRICT**  
**Practicum, Student Teacher and Internship Process**

**Per Board Policy 307, MTSD may accept student teachers and interns only from accredited institutions with which the District has a cooperative agreement approved by the Millcreek Township Board of School Directors.**

**Assignments cannot be confirmed until all necessary paperwork and clearances have been submitted and verified by Millcreek Township School District.**

<i>Practicum/Observations/Field Placements</i>	<i>Student Teachers</i>	<i>Internships</i>
<b>Minimum hours observing professional performance</b>	<b>Students requiring several weeks and are responsible for planning and teaching students under the supervision of District Staff and University Supervisor</b>	<b>Students requiring an extended, specialized placement with District Staff (Administration, Guidance, Psychology, Speech and Language, Technology)</b>
Placements are requested through the Employee Engagement Coordinator (Emily Ferguson): ferguson@mtsd.org/814-836-6067.	Placements are requested through the Employee Engagement Coordinator (Emily Ferguson): ferguson@mtsd.org/814-836-6067.	Placements are requested through the Employee Engagement Coordinator (Emily Ferguson): ferguson@mtsd.org/814-836-6067. Applicant completes and <u>Internship Application Request form (see <a href="http://mtsd.org">mtsd.org</a>, choose Personnel Tab)</u>
Clearance Requirements (less than <b>three</b> years old and not for the purpose of Volunteer): PA State Criminal Record Check; FBI Fingerprint Criminal Background check through the PDE; PA Child Abuse History; Proof of three-hour child abuse training; TB Test Results no older than three years; Signed Act 82, Arrest and Conviction Form; Signed MTSD Confidentiality Statement.	Clearance Requirements (less than <b>18 months</b> old and not for the purpose of Volunteer): PA State Criminal Record Check; FBI Fingerprint Criminal Background check through the PDE; PA Child Abuse History; Proof of three-hour child abuse training; Proof of Act 126 Educator Discipline Act training; TB Test Results no older than three years; Signed Act 82, Arrest and Conviction Form; Signed MTSD Confidentiality Statement.	Clearance Requirements (less than <b>18 months</b> old and not for the purpose of Volunteer): PA State Criminal Record Check; FBI Fingerprint Criminal Background check through the PDE; PA Child Abuse History; Proof of three-hour child abuse training; Proof of Act 126 Educator Discipline Act training; TB Test Results no older than three years; Signed Act 82, Arrest and Conviction Form; Signed MTSD Confidentiality Statement.
Copies of all required paperwork may be emailed to ferguson@mtsd.org	Copies of all required paperwork may be emailed to ferguson@mtsd.org	Copies of all required paperwork may be emailed to ferguson@mtsd.org
Human Resources and building administration assign an approved teacher with whom the student will work.	Human Resources and building administration assign an approved teacher with whom the student will work.	The Assistant Superintendent and building administration assign an approved supervisor with whom the student will work. The intern must be supervised by the assigned MTSD staff member.

- The student will be under the auspices of the College or University, which is responsible for students meeting requirements such as Criminal, Child Abuse and FBI clearances, Act 82 Form, Confidentiality Statement, and TB testing.
- MTSD Teachers/Professionals must remain in the classroom or in the instructional/assessment/therapeutic setting at all times.
- Principal must be given a schedule when the student will be present.
- Students must wear college identification cards.
- Student must sign in and out of the office whenever present.
- All students will provide emergency contact information to the building principal on the first day of their assignment.

## MILLCREEK TOWNSHIP SCHOOL DISTRICT CLEARANCE INSTRUCTIONS

### PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS – FEE \$13

Log on to <https://www.compass.state.pa.us/CWIS>

1. Select **“Create Individual Account”** if you do not have an existing account. Otherwise, select **“Individual Login”** for an existing account to update your clearance.
2. Select **“Next”** if you are creating an individual account.
3. Create your own personal **Keystone ID**. (Remember to right down your log in information.) An email will be sent to you with your password. Then return to the home page <https://www.compass.state.pa.us/CWIS> and select **Individual Login** using your **Keystone ID**.
4. Select **“School Employee Governed by Public School Code”** as your **reason for the clearance**. Clearance applications **may take up to 14 days**. You will receive an original certificate in the mail; however, you may check the online system to see if the certificate is available to print.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the CWIS Support Center at 1-877-343-0494.

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### PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS – FEE \$22

Log on to <https://epatch.pa.gov>

1. Select **“Submit a New Record Check.”**
2. Provide name, address, and credit card information and process. **Reason for clearance – “Employment.”**
3. A printable certificate will be made available for all **“No Record”** responses. Double click on the control number, then double click on the hyper link, **“Certification Form,”** to print the certificate. (Keep a record of your log in information.)
4. **“Under review”** will be updated to **“No Record”** or **“Record”** **within two weeks**. It is the applicant’s responsibility to periodically check the PATCH web site to print the final status.
5. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks, please call 1-888-783-7972.

## FBI CRIMINAL BACKGROUND CHECK INSTRUCTIONS – FEE \$26.20

Applicant must register prior to going to the fingerprint site. Log on to <https://uenroll.identogo.com>

1. Enter Service Code – 1KG6XN. **This code is for Pennsylvania PDE School Districts.**
2. Select “Schedule or Manage Appointment.” Proceed through the application: Essential Info, Additional Info, Citizenship, Personal Question, Personal Info, Address, Documents, Location, Date and Time, and Payment.
3. At the fingerprint site, the applicant will be asked to bring a document such as a current valid state or federal photo ID, (See Identogo’s web site for the list of acceptable documents) and a copy of the Pre-Enrolled registration form. **The FBI Criminal Background Check Process may take up to 14 days for results.**
4. Unofficial results will be sent directly to the applicant. The applicant can make a copy of the “unofficial” results or the Identogo receipt for submission to the School Administrator to review online. Records can be checked within 48 hours of fingerprinting.
5. Questions: <https://uenroll.identogo.com/> or 1-844-321-2101

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### Identogo Enrollment Centers

**Lake Erie Plaza (Disabled Veteran Solutions)** – 2323 West 38<sup>th</sup> Street, Erie, PA (M-F 8:30 am –12:00 pm)

**Northwest Tri-County IU #5** - 252 Waterford Street, Edinboro, PA

**Keystone Research Corporation** – 3823 W. 12<sup>th</sup> St., Erie, PA (M-F 9:00 am – 4:00 pm)

**AAA** – 6660 Peach St., Unit 2, Erie, PA (M-F 9:00 am – 12:00; 1:00 – 5:00 pm)

**REVISED: 8/14/2024**

## Pennsylvania Act 126 Child Abuse Recognition and Reporting

As a requirement of employment, you must provide proof of completion of the 3-hour Mandated Child Abuse Recognition and Reporting training. If you have already received this training, and have proof of completion, we will accept your certificate as long as it is no older than five years from your start date.

The Millcreek Township School District will accept certifications through Safe Schools Training Website or Pennsylvania Child Welfare Resource Center through the University of Pittsburgh. The University of Pittsburgh does offer a **free** training module. The District is not a member of Safe Schools and for this reason you could be charged a fee for that training. For the University of Pittsburgh website:

Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

Click on the “Registration” tab.

After registering, you will be assigned a login and password. This should be viewable immediately at the bottom of the registration screen. Write down your login and password for future reference. If you do not see this information on the registration screen, you will need to check your email. You do not need to complete this training in one sitting. (See frequently asked questions.)

If you experience any technical difficulties while taking the course, report them to [HelpCPSL@Pitt.edu](mailto:HelpCPSL@Pitt.edu) Please include your name, email, and a thorough description of the problem you are encountering.

## Frequently Asked Questions

### **Where is my Certificate?**

If you are having issues printing the certificate, please try the following:

1. If you are using Internet Explorer, try changing your browser to Chrome or Firefox, and reprinting the certificate.
2. If changing your browser is not an option, here are a couple of things to try:
  - a. You will need to go to back to the certificate. To do this, go to back to the course website at <http://www.reportabusepa.pitt.edu/> Login and re-launch the course. Under PACWRC Course, click on “Recognizing and Reporting Child Abuse”. Click on the dropdown menu next to “Table of Contents” and click on “Completion Check”. Click on “Next” until you get to the certificate page. When you are back at the certificate, click on the “Print” button at bottom of screen. On the “General” tab, click on “Preferences”. Click on the “Basics” tab and under “Orientation”, click on “Landscape”.
  - b. Click on “Effects” tab and type 90 in the “% of Normal Size” box. Click on “OK”. Click on “Apply” and then “Print”.

### **No Email Confirmation?**

Please add [helpcpsl@pitt.edu](mailto:helpcpsl@pitt.edu) to your “Safe Sender List” in Outlook by clicking on the “Home” tab in Outlook, “Junk”, “Junk E-mail Options”, click on the “Safe Senders” tab, click on “Add”, type [helpCPSL.pitt.edu](mailto:helpCPSL.pitt.edu), and click on “OK”.

### **When Can I Print My Certificate?**

The certificate will be available to print upon completion of the course. If you need to reprint your certificate, you may log back into the site, re-launch the course, and reprint at any time.

### **Do I Have to Finish the Course in One Session?**

You do not have to complete the course in one session. During any future visits, you will get a pop up message asking if you would like to resume where you left off. Please click on “Okay” and you will pick-up where you ended your session last time.

### **Where do I send my certificate of completion?**

New staff should present their certificate of completion when submitting their other pre-employment paperwork.

Current staff who are renewing their training should send their certificate of completion to the personnel office via email ([tamilin@mtsd.org](mailto:tamilin@mtsd.org)), fax, or inter-office mail.

## How to register and log into the PDE SAS Act 126 Professional Ethics & Educator Discipline Act training site:

### **Must be completed by Student Teachers/Interns**

- You may pause the course and complete it in sections at a later time, but within 60 days; however, you must use the SAME computer in order to continue where you left off. Please see #9 to help navigate and continue to where you left off

Please follow these instructions to register and begin:

1. Navigate to the PDE SAS portal [www.pdesas.org](http://www.pdesas.org)
2. Click on the **Login** box on the top right tab of the landing page.
3. Enter your unique Username and Password. Most will have to register first. Click **Register** under the yellow log-in box on the top right, then log in.
4. After logging in, go to **My SAS Tools** bar on the top right by clicking on the down arrow and then click on **PD Center**.
5. Once on the SAS PD Center page, click on **Menu** (top right), **Course/Catalog Registration** to open Self-Paced Course Offerings. On the left side, click on the **Act 126** box. (It will not state Part 2, but this is the second part of the Act 126 called Professional Ethics & Educator Discipline Act Training).
6. You will then find three options of courses, each designed for a different employee track. Please select the **Teacher** course. Click on the **Options** button to register.
7. After you have completed the registration process, navigate to your **My Classes** page which is found in the top right-hand corner under **Menu**.
8. On the My Classes page, you will see the course you selected listed (Professional Ethics and the Educator Discipline Act). Click on the **Options** button and select **Go to Classroom**.
9. The course consists of an Introduction, four modules, and an assessment. It is designed to take approximately three hours to complete.
  - a. Note: if you cannot complete the course in one sitting, you must log back into your SAS Account from the same computer.
  - b. Once logged in, navigate to **Menu** on the top right and click on **My Classes**. It should bring you to My Class Activity and show the Self-Paced Track.
  - c. On the **Options** dropdown, choose **Go to Classroom**.
  - d. Click on **Navigation**.
  - e. Modules with a green checkmark have been completed. If you were in the middle of a Module, it will show a blue bookmark icon. Click the icon. This will take you to the beginning of the module. You can click through the slides you've already watched.
10. Upon completion of the course, please be sure to download your Certificate of Completion and save it to your computer and/or print it.
  - a. To retrieve your Certificate, go to **Menu** on the top right, **My Past Classes**, **Options**, and then **View Certificate**. From there you can either print/save it.



**Building Foundations For Life**

## NON-EMPLOYEE CONFIDENTIALITY AGREEMENT

As a non-employee of the Millcreek Township School District, you will have access to confidential and/or sensitive information. That information may include student record data, testing results, medical information and/or health care records, financial details, disciplinary action information, and other confidential information or materials.

The Millcreek Township School District has both a legal and ethical obligation to protect the confidentiality and privacy of information relating to its employees and students, including student records and information.

Confidential information about an employee and Millcreek Township School District students should be accessed only as authorized by supervising staff, or as needed to complete your assignment. Records must be stored in a secure environment when not in use and not disclosed to unauthorized personnel. Unauthorized accessing of records (computerized or paper), divulging confidential information to an unauthorized third party, using confidential information for personal use, and/or removal of confidential information from the premises is strictly prohibited. Failure to maintain confidentiality of employee and/or student and district information as described above will result in termination of my assignment and applicable legal resources.

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

Employer: \_\_\_\_\_

Location/School: \_\_\_\_\_

Dates of Placement: \_\_\_\_\_

At the conclusion of my placement/assignment, I will deliver to the Millcreek Township School District all records, photocopies, reports, data, memoranda, notes and equipment of any nature that are in my possession or under my control and which were prepared or acquired in the course of my placement with the District. By signing this document, I acknowledge the confidentiality obligations of this agreement.

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.