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**ENGL295 PRE-STUDENT TEACHING PLACEMENT:**

**CLEARANCE PROCEDURES**

Dear English Education student, November 28, 2012

You are receiving this notice because you have enrolled in ENGL295, which includes an exciting early field placement at Howard High School of Technology in Wilmington, DE. This placement requires you to obtain two clearances, explained below: a TB clearance and a Criminal Background Check. As you know, all clearances are designed to protect school children. **Please understand that failure to complete your clearances by February 4, 2013 *will* result in delaying your placement and lowering your course grade. We *strongly recommend* that you complete both clearances before leaving campus at the end of the fall semester (last day: December 14, 2012).** If you have any questions, contact Kim Cavallio at the Office of Clinical Studies (302-831-3000; cavallio@udel.edu).

Thank you in advance for your compliance, and I look forward to working with you this spring!

Dr. Deborah Bieler

Coordinator, English Education Program

Part 1: TB CLEARANCES

* To enter your field placement site, you must have a TB test, also referred to as a PPD test.
* The Office of Clinical Studies must have documentation from the Student Health Center that you have a recent (within 3 years) PPD negative test result prior to February 4, 2013, though, again, we recommend that you complete this clearance on campus, two days before you leave for winter break, as it involves going to the Health Center twice, two days apart.
* No negative test results equals no placement.
* **Procedures for a TB clearance from Student Health Center**
	+ You may wish to contact the Student Health Center in order to complete your TB screening.
	+ Contact the Student Health Center by emailing [www.udel.edu/studenthealth/](http://www.udel.edu/studenthealth/) or calling

831-2226 to make an appointment.

* + **After the initial test is completed, you must return to the Student Health Center within 2 days in order to have the test read.**
* **For a TB clearance completed off-campus**
	+ The doctor must provide you with documentation noting the reading of a negative test result
	+ You must take the document to Student Health by February 4, 2013.

Part 2: CRIMINAL BACKGROUND CLEARANCES

THE OFFICE OF CLINICAL STUDIES RECOMMENDS THAT YOU PRINT A COPY OF THESE DIRECTIONS PRIOR TO BEGINNING THE CRIMINAL BACKGROUND CLEARANCE PROCESS.

* The University of Delaware has contracted with AISS to provide the criminal background check for students like you, who have registered for a course with an early field placement.
* The standard cost to you for the mandatory criminal background check is $23.50. (Please note that this cost will be offset by the course’s low textbook/materials fees.)
* **Procedures to obtain your Criminal Background Clearance**
* Log on to the URL at:

<https://smwreports.sterlingdirect.com/consumer/contractor.asp>.

* You will be asked to insert the partner code. The partner code is: UNIV6545
* Upon entering the site, a page which details the consumer release is opened. The student then clicks on “CONSENT FORM” to review the conditions of consent. This may be either printed or reviewed without printing before closing. The page must be closed in order to proceed.
* The INTIAL CONSUMER RELEASE page will open. You must click **I agree**.
* The CONSUMER REPORT AND INVESTIGATIVE CONSUMER REPORT INFORMATION will open with an overlay entitled “Getting Started”. Click **Next** indicate the date by clicking **Apply** and then clicking **Next.**
* The next overlay will allow you to provide an electronic signature. With the cursor placed in the box, left click the mouse while signing your name. When the signature is complete, click **Apply** and then click **Next**.
* The next page indicates that you must click **PROCEED** in order to finish the screening request.
* The following page will require you to provide personal information including the following:
	+ Name
	+ Permanent Address
	+ Social Security Number
	+ Date of Birth
	+ Phone Number
	+ Email Address
* Upon completion, click **SUBMIT.**
* The next page of the application is the PAYMENT page. Be prepared to use a credit card for payment. You will be asked to provide the:
	+ name on the credit card
	+ billing address of the credit card
	+ credit card type
	+ credit card number
	+ expiration date
	+ security code of the card
* Upon completion, click **SUBMIT.**
* The last page of the application is the confirmation report. **Print** the confirmation report and retain it for your records.