POLICY:
PRE-ENTRANCE CHILD ABUSE & CRIMINAL HISTORY CLEARANCES

POLICY:
It is the Policy of the Nursing Program at the University of Pittsburgh at Titusville to require accepted nursing students to the Nursing Program to submit documentation of child abuse and criminal history clearances from:

*Do not complete these steps below unless you have received an official admission letter from the Director of the Nursing Program at the University of Pittsburgh Titusville. Students admitted to pre-nursing majors do not need to complete these!

1. Pennsylvania Child Abuse Registry (Act 151)
   a. Can be completed electronically via computer at: https://www.compass.state.pa.us/CWIS Student will need to create an account and then submit your clearance application online. It will give you immediate access to your results or the status of your results if your results cannot be processed immediately.
      ----OR--------
   b. Can also be completed via US mail by sending a completed paper application that is available at http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf Form and payment of $10.00 - Money order only! must be mailed via US Postal Service. Allow 14 days.

2. Pennsylvania State Police Criminal Record Check (Act 34) PATCH https://epatch.state.pa.us

   Student can click on “Submit a new record check”. You will need a credit card or debit card for electronic payment. You must print out your results so you will need a printer access. Cost as of 1/2015 is $10.00.

3. Federal Criminal History Background Check (FBI Fingerprinting) (Act 73)
   Student must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Register online at https://www.pa.cogentid.com/index_dpwNew.htm

MA: 3/28/05; FO rev. 6/27/07, 6/1/11, 5/09/13, 2/25/15
Payment will be made online electronically by credit card or debit card. Price is **$25.75 as of 1/15**. Once appointment is made student is to proceed to fingerprint site selected. Check Cogent web site for sites and days and hours of operation. A list of local sites is can be obtained from the nursing department. Others are listed on the Cogent web site. At the site you will be asked to complete a form. It is important to register on the form that you are registering for the **Department of Public Welfare**. We must receive a paper copy of this report. Do not register for anything else!

All applicants must provide recent (defined as within 6 months of date of intended enrollment) criminal history forms. All clearance forms must be received in the nursing office **within 45 days after your nursing acceptance letter is received** or your admission spot will be forfeited. Clearances obtained for admission to the program will be accepted for a three (3) year period while attending school. The Director of the Program reserves the right to request repeat documentation as necessary.

**PROCEDURE:**

1. Prospective students are required to obtain the Child Abuse History Clearance Form and mail it in with money order payment, complete the PATCH record check online and PRINT IT and then make an appointment with COGENT and complete the FBI fingerprinting. Follow the directions in this policy or call the nursing office and obtain help at 814-827-4511.

2. It is the responsibility of the prospective student to obtain these clearances **immediately after** being tentatively admitted to the nursing program. Copies of the request forms and a copy of the Post Office receipt must be submitted to the nursing office as soon as possible after mailing. Prospective students will be given up to 45 days from the date of tentative admission to produce the documentation of these clearances or they will forfeit their admission.

3. It is the student’s responsibility to pay for any and all costs associated with these clearances.

4. Interpretation of the findings of these reports and the subsequent impact on admission or rejection to the nursing program is at the sole discretion of the Director of the program.

5. It is the responsibility of the student to notify the Director of the Nursing Program of any change in criminal history clearances failure to do so will result in being terminated from the program.