Policy # S-12

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)
   https://www.compass.state.pa.us/cwis/public/home

   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.

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. Print out your results.

3. Federal Criminal History Background Check (FBI Fingerprinting-Act 73)
   https://www.identogo.comj/locations/pennsylvania

   Appointments are not required, but pre-registration is required. Once registered, applicants may walk-in during a location’s posted hours of operation. Please check site for locations.

All applicants must provide recent (defined as within 6 months of date of intended enrollment) clearance 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 Nursing Program reserves the right to request repeat documentation as necessary.

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PROCEDURE:

1. It is the responsibility of the prospective student to obtain these clearances immediately after being tentatively admitted to the nursing program. 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.

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

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

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