



Dear Incoming Freshman:

Welcome to Waynesburg University! We are glad that you have selected Waynesburg University for your college education, and we are delighted that you have elected one of our Education certification programs as your major area of study. We look forward to meeting with you in August.

As you begin to make preparations for the move to campus, I want to make you aware of four clearances and one professional membership that you must have in place no later than August 1. You also need to know about a basic skills assessment that is required for admission to teacher preparation programs in Pennsylvania.

The clearances are mandated by Pennsylvania law for all teacher education students as well as all educators employed within the state. The professional membership provides you with liability insurance and a wealth of valuable teaching resources. You will not be permitted to complete any field experiences, required components of most Education courses, until copies of the required clearances and the professional membership are on file with the Education Department.

It is imperative that you apply for the clearances and the professional membership as soon as possible after May 1. See the enclosed documents; mail the items specified, a total of six, once you have assembled all six documents. Use the mailing address provided below. The materials should be on file with us no later than August 1. In addition, you will need to bring the originals of all clearances to campus and deliver the originals to me during your advising session that will be held on Friday of your orientation. You will also need to take your original clearances with you each time that you participate in a required field experience. I strongly suggest that you buy a document folder to store the clearances.

The basic skills assessment must be passed before formal admission into the Education Department. We strongly suggest that incoming freshmen complete either the PAPA or the PRAXIS Core before reporting to campus in late August. Exam information is included in this packet.

Please let me know if you have any questions or concerns. I look forward to seeing you on campus in August.

Sincerely,

Yvonne B. Weaver

Yvonne B. Weaver, M.A.
Chair Education Department
Waynesburg University Education Department
51 W. College St.
Waynesburg, PA 15370
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Education Department Clearance and Professional Membership Checklist

Student Name: _____

Indicate major:

_____ Early Childhood

_____ Middle

_____ Secondary _____ (please indicate your secondary area)

The following clearance copies and membership records are enclosed:

1. ___ FBI Fingerprint Report Registration Receipt with Registration ID number
2. ___ FBI report letter (2 pages)
3. ___ PA State Police Criminal Record History Report
4. ___ PA Child Abuse History Clearance
5. ___ TB Test Report
6. ___ SPSEA membership card

If any of the six items listed above are not included, please indicate the reason for not including the required item:

*After acquiring all mandated clearance and membership materials, please return this checklist with the required six items to:

Professor Yvonne Weaver, Chair Education Department
Waynesburg University
304 Miller Hall
51 W. College St.

Waynesburg, PA 15370

All of the items should be on file in the Waynesburg University Education Department by August 1.

*Students must bring originals of items 1-5 and a copy of item 6 to their Education Department advising session during August orientation. Students should maintain copies of all of the documents at their home.



Pennsylvania Department of Education Federal Criminal Record History (FBI) Background Checks

Pennsylvania state law requires that all teacher education candidates complete a **Federal Criminal Record History (FBI) Background Check** prior to participation in any field experience in Pennsylvania public or private schools.

A clearance obtained during the freshman year and on file with the Education Department should be valid for the sophomore and junior year. In certain situations, sophomores and juniors may need to update the FBI clearance. We will deal with those situations as needed.

All seniors must update their FBI clearance.

Follow these directions:

1. Register in advance to be fingerprinted with the Cogent Systems at this web address: www.pa.cogentid.com. Fingerprint locations are located across the state of Pennsylvania. Be sure to select the **Pennsylvania Department of Education (PDE)** link when you register. The state requires four different FBI background checks for various professionals; you must select the PDE link.
 - Reason fingerprinted: select "*school district*"You will pay the registration fee online with a credit card. The fee is \$27.00; the fee includes the mailing to you of an unofficial paper copy of the results. The report is the only documentation that you will receive.
2. Return to the Cogent Systems web site and select the *Proof of Transaction* link under the *Registration* heading. Follow this link to print three copies of your registration receipt.
3. Proceed to the approved-Cogent Systems fingerprint site for the fingerprinting. You will need a photo ID; check the Cogent Systems website for approved photo IDs. (Keep your receipt once you complete the fingerprinting.)
4. You should receive your paper copy of the FBI report in 2-4 weeks after you have been fingerprinted.
 - a. Make two copies of the report document.
 - b. Deliver one report copy with the registration receipt to the Education Department.
 - c. The second report copy and registration receipt should be assembled in a clearance folder that will be kept at your home.
 - d. The original report document and one of the registration receipts should be assembled in an original clearance folder that will be brought to campus in August.

It usually takes a minimum of two to four weeks for this clearance to be processed and a summary report mailed to the applicant. It is **strongly suggested** that you complete and submit the form as soon as possible after May 1.



Pennsylvania State Police Criminal Record Check Clearance

Pennsylvania state law requires that all teacher education candidates complete a **Pennsylvania State Police Criminal Record Clearance** prior to participation in any field experience in Pennsylvania public or private schools. This clearance must be updated annually.

Follow these directions;

1. Access the application website at <https://epatch.state.pa.us>
2. You will need to use a credit card for payment.
3. Under the ***Reason for Request*** section, check the box for ***Employment***.
4. When you receive the electronic report, print the document.
5. Once that you have the report in hand,
 - a. Make two copies of the report document.
 - b. Deliver one report copy to the Education Department.
 - c. The second report copy should be assembled in a clearance folder that will be kept at your home.
 - d. The original report document should be assembled in an original clearance folder that will be brought to campus in August.

Pennsylvania Child Abuse History Clearance

Pennsylvania state law requires that all teacher education candidates complete a **Pennsylvania Child Abuse History Clearance** prior to participation in any field experience in Pennsylvania public or private schools. This clearance must be updated each year.

Application should be made online; results are available almost immediately.

Follow these directions;

1. Access the online application using this web link: <https://www.compass.state.pa.us/CWIS>
2. Follow the directions to set up an account. Save your login name and password.
3. Indicate SCHOOL as "Purpose of Clearance." (DO NOT select VOLUNTEER!)
4. Complete the online application. There is a \$10.00 fee for the child abuse clearance.
5. You should have access to your results or the status of your results almost immediately.
6. Print three (3) copies of your results.
 - One copy must be delivered to the Education Department.
 - One copy should be placed in your personal clearance file.
 - One copy should be retained at home as a back-up to your personal clearance file.



Pennsylvania Department of Health Tuberculosis Test Report

Pennsylvania state law requires that all teacher education candidates have on file a negative Tuberculosis (TB) Test report prior to participation in any field experience in Pennsylvania public or private schools. In some areas, a TB test can be obtained free of charge at a county health department. If the free test is not available, a TB test can be obtained at any physician's office. The TB Tine Test requires two trips to the testing location, one for the initial test and a second trip to have the test read (usually three days after the initial test administration). The physician or physician's assistant will provide you with a test report on the second visit.

A TB test is valid for two years from the date that the test is read and the report is prepared.

If a medical doctor states that you cannot participate in a TB Tine Test, then you will need to have the doctor schedule a chest x-ray. You will then submit the chest x-ray report prepared by the doctor.

Follow these directions:

1. Make an appointment for the TB Tine test with the health care provider of your choice and report at the scheduled time for the test.
2. Report back to your health care provider for the test reading. Request a TB test report from your provider during this follow-up visit.
 - a. Make two copies of the report document.
 - b. Deliver one report copy to the Education Department.
 - c. The second report copy should be assembled in a clearance folder that will be kept at your home.
 - d. The original report document should be assembled in an original clearance folder that will be brought to campus in August.



Student Pennsylvania State Education Association (SPSEA) Membership

Waynesburg University requires that all students completing required Education Department course field experiences obtain and maintain membership in the Student Pennsylvania State Education Association (SPSEA). This professional organization membership provides teacher education students with valuable resources as well as liability insurance. The fee for the membership is charged once per academic year as part of the student's tuition and fee assessment. You will not pay for your membership when you register.

Follow these directions to process your membership:

1. Access the Pennsylvania State Education Association web page at www.psea.org/
2. Select the *PSEA Members* tab at the top of the page.
3. Scroll down and select *Student PSEA*.
4. On the new page that pops up, select *Join Student PSEA* and then select the option to *Join Student PSEA online*.
5. Select the **one year** membership option and then complete the registration form. Your student chapter is located at Waynesburg University. You will not have to pay any money to register.
6. When prompted print three copies of your membership card.
 - a. Deliver one report copy to the Education Department.
 - b. The second report copy should be assembled in a clearance folder that will be kept at your home.
 - c. The original report document should be assembled in an original clearance folder that will be brought to campus in August.



REQUIRED LICENSURE EXAMS FOR TEACHER CERTIFICATION IN PENNSYLVANIA

General Information

Teacher candidates must successfully complete two sets of licensure exams to qualify for a teaching certificate in Pennsylvania. The first licensure exam is a basic skills assessment. The basic skills assessment is comprised of three individual tests covering reading, writing, and mathematics. The requirements for the first exam must be successfully completed by the end of the sophomore year. Students who fail to successfully complete the basic skills assessment by the end of the sophomore year will not be permitted to continue to progress in the Education Department program.

The second licensure exam is a content knowledge and teaching skills evaluation. The second exam is usually taken during the senior year. The second exam is not a requirement for graduation, but successful completion of the exam is a requirement for teacher licensure.

Basic Skills Assessment

Waynesburg University strongly encourages teacher education candidates to attempt the basic skills assessment the summer before the freshman year. The exam is based upon high school academic standards; students tend to perform best on the exam when those skills are “fresh” in their minds.

Approved Basic Skills Assessments

- The Pre-service Academic Performance Assessment (PAPA) modules in Reading, Writing and Mathematics.
 - Visit www.pa.nesinc.com to register for test code PA701.
 - Scores must be electronically submitted directly to the Pennsylvania Department of Education, Bureau of School Leadership and Teacher Quality, from the test vendor.
 - A minimum score of 220 is required on each module. A composite scoring option is available.
- The Core Academic Skills for Educators (CORE) modules in Reading, Writing and Mathematics.
 - Visit www.ets.org/praxis/pa to register for test codes 5712, 5722 and 5732.
 - Scores must be electronically submitted directly to the Pennsylvania Department of Education, Bureau of School Leadership and Teacher Quality, from the test vendor.
 - A minimum score of 156 (Reading), 162 (Writing) and 150 (Mathematics) is required. A composite scoring option is available.

Prior to matriculation at Waynesburg University, the basic skills assessment requirement can also be met if the teacher education candidate submits the following documentation to the Education Department:



- The Scholastic Achievement Test (SAT) score of 500 or higher in each individual section - Critical Reading, Writing, Mathematics. There is no composite scoring option.
 - Submit official test scores in an envelope sealed by the test vendor to Yvonne Weaver, 304 Miller Hall.
- The American College Test (ACT) Plus Writing. There is no composite scoring option.
 - Tests taken prior to September 2015 require a composite score of 23 accompanied by a combined English/Writing score of 22 or higher and a Math score of 21 or higher.
 - Tests taken after September 2015 require separate scores of Reading - 22; Mathematics - 21; and Writing - 21.
 - Submit official test scores in an envelope sealed by the test vendor to Yvonne Weaver, 304 Miller Hall.

Basic Skills Assessment Policy Changes from Pennsylvania Department of Education

- Effective March 2016, teacher candidates may combine individual tests from different vendors to meet the basic skills requirement.
- There is a composite score option for the PAPA and CORE assessments.
- Candidates electing to use tests from different vendors cannot use a composite score. They must meet the qualifying score for each individual test.

Questions regarding the basic skills testing should be directed to:

Yvonne Weaver, Chair Education Department
Waynesburg University
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51 W. College St.
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724-852-3308

