
Field Experience Requirements Timeline for Initial Entrance into Education Programs

Read this document in its entirety.

Before the Semester Begins

- **6-8 Weeks Before Semester Start:**
 - You will receive an email from the Clinical Experience Office with details about obtaining clearances.
 - Begin the clearance process (e.g., background checks, fingerprinting, child abuse clearances). You can find the information on the [PennWest Clinical Experience webpage](#).
 - Review the specific clearance requirements provided by the program.
 - Submit all required clearance applications.
 - Follow up on any pending clearances with the appropriate agencies to ensure timely processing.
 - If you haven't received a clearance, check your spam folder in your email. You can also contact Deb Melonja (melonja@pennwest.edu) for assistance.
- **After Receiving Directions from the Clinical Experience Office**
 - Upload all required clearance documents in Anthology when you receive the Anthology instructions from the Clinical Experience Office.
 - The Clinical Experience Office will notify you of approval via email. Look for the emails from "Anthology."
 - Ensure all clearances are properly uploaded in Anthology and approved.
 - If a clearance submission is not approved, you will receive a resubmission request email from Anthology. Please read the resubmission request carefully and follow the directions provided to resolve the issue with the rejected clearance document.
 - Please note that no general clearance reminders are sent. Instead, detailed directions are sent to each student listing the clearances that are incomplete. Read the directions carefully and double check that all clearances have been approved in Anthology.

By the Add/Drop Period Deadline

- **Last Day of Add/Drop Period:**
 - Clearances must be submitted in full and approved.

After the Add/Drop Period

- **If Clearances Are Missing:**
 - Placement loss will be enforced following the add/drop period.
 - Candidates without clearances will be removed from field placements and unable to fulfill course requirements, hence will fail the course if not dropped.
- **If Extensions Are Granted:** (e.g., adding course late)
 - Extensions will be considered on a case-by-case basis for documented delays. Clearances must be submitted by extension deadline communicated to you by the Clinical Experience Office, or placement will be lost.

Once Clearances Are Submitted (On Time)

- **Placement Confirmation:**
 - Placement details will be communicated by the Field Services Coordinators on each campus prior to the date field assignments for your course(s) are scheduled to begin.
 - Upon receiving your placement confirmation details, contact your mentor teacher within 7 days to introduce yourself and discuss expectations, schedule, and assignments. If you cannot get in touch with your mentor teacher via email, you may need to contact using the school phone and leave a message for the mentor.

See the Appendix in the Field Experience Handbook to reference a sample professional email to assist you in writing the email to your mentor.

- **Begin Field Placement:**
 - Begin field placement by the documented time in your course syllabus and/or schedule. Arrive prepared with a copy of your clearances, photo ID, any other necessary documentation for the school or site, and any important information about your field requirements for the course (e.g., mentor teacher letter from instructor, assignments).

Ongoing Expectations During the Semester

- Review the Field Experience Handbook for expectations.
- **Weekly Check-Ins:**
 - Maintain consistent communication with your mentor teacher and field supervisor.
 - Address any concerns or challenges promptly with your field supervisor/course instructor.

<u>Required Clearance</u>	<u>Current Cost as of 2.14.25</u>
ACT 24 Arrest and Conviction Report (Self-Reporting)	Free
ACT 33/151 Pennsylvania Child Abuse History	\$13 for employee, Free for volunteer
ACT 34 Pennsylvania Criminal History Record	\$22 for employee, Free for volunteer
ACT 114 FBI Fingerprint Background Check	\$24.95 for employee \$22.95 for volunteer
ACT 31/126 Mandatory Child Abuse Recognition and Reporting Training	Free
Liability Insurance	\$30/1 year \$53/2 years \$74/3 years \$90/4 years
Confidentiality/Liability Agreement	Free
TB Test	Check with your physician or campus health center
Physical (PreK Certification Programs Only)	Check with your physician or campus health center