STUDENT TEACHING APPLICATION

Early Childhood PK-4/Middle Level 4-8, Secondary Education, Dual Special Education PK-8/Early Childhood PK-4 and Deaf Hard of Hearing

Candidates applying for student teaching must meet eligibility requirements and submit required documentation to the Office of Field Experiences (McCormick 3103-A) by the following due dates:

- **Fall** Student Teaching Placement – All documentation due **April 10th**
- **Spring** Student Teaching Placement – All documentation due **October 1st**

### Student Teaching Eligibility Requirements:

1. **Tuberculosis (TB) Results** – must be valid for the duration of the student teaching semester (Attach 3 copies)
2. **Act 34 (Criminal Record Check)** – must be valid for the duration of the student teaching semester ([https://epatch.state.pa.us/](https://epatch.state.pa.us/)) (Attach 3 copies)
3. **Act 151 (Child Abuse History)** – must be valid for the duration of the student teaching semester ([https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)) (Attach 3 copies)
4. **Act 114 (Federal Criminal History)** – must be valid for the duration of the student teaching semester ([https://uenroll.identogo.com/](https://uenroll.identogo.com/)) must register through Department of Education (Attach Registration Receipt ONLY) after fingerprinted. **Service Code for Bloomsburg University 1KG6RT**
5. **Act 24 (Arrest/Conviction Report and Certification Form)** (Attach 3 copies)
6. Professional Liability Insurance – must be valid for the duration of the student teaching semester and must meet a minimum of $1,000,000.00 per claim and $3,000,000.00 aggregate ([http://www.psea.org](http://www.psea.org)) (Attach 3 copies)
7. Resume
8. Student Teaching Placement Agreement – signed and dated

*TB Results are valid for ONE year from screening results date. NOTE: Some Districts may require it to be within 3 months prior to placement start date. You will be notified once placement has been confirmed.

**Act 34, 151, 114 are valid for ONE year from date issued.

Any infraction reported on any clearance will result in the placement process being delayed. Candidates will be notified and be responsible to schedule a Program Review Counseling Session with the College of Education’s Assistant to the Dean where information and guidance will be provided to assist the candidate in understanding how infractions may affect student teaching placement, program progression, certification, and future employment success.

***Act 126 – valid for FIVE years from date issued.
Student Teaching Application and Verification of Eligibility

Early Childhood PK-4, Middle Level 4-8, Secondary Education, Dual Special Education PK-8/Early Childhood PK-4 and Deaf Hard of Hearing

Candidates are responsible for completing student teaching eligibility requirements and are expected to meet with their designated academic advisor(s) for program guidance and verification that application requirements have been met. It is then the responsibility of the candidate to deliver this application, completed for the Student Teacher Coordinator’s signature, in the Office of Field Experiences (McCormick 3103-A) by the appropriate date:

<table>
<thead>
<tr>
<th>Fall Student Teachers – April 10th</th>
<th>Spring Student Teachers – Due October 1st</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s Name: ___________________________</td>
<td>Identification Number _____________________</td>
</tr>
</tbody>
</table>

Eligibility for Student Teaching is contingent upon evidence of the following:

1. Professional Liability Insurance (Attach 3 copies)
   Options: private carrier, professional organizations or PSEA (http://www.PSEA.org)

2. Documentation of Act 34 (Criminal Record Check) – must be valid for duration of student teaching or practicum semester (Attach 3 copies) (http://epatch.state.pa.us)

3. Documentation of Act 151 (Child Abuse History) – must be valid for duration of student teaching or Practicum semester (Attach 3 copies) (https://www.compass.state.pa.us/cwis/public/home)

4. Documentation of Act 114 (Federal Criminal History) – must be valid for duration of student teaching or practicum semester (Attach Registration Receipt ONLY) after fingerprinted. Register at (https://uenroll.identogo.com/) Service Code for Bloomsburg University 1KG6RT

5. Documentation of Act 24 (Arrest/Conviction Report and Certification Form - student teacher eligibility (Attach 3 copies)

6. Documentation of tuberculosis test results (TB) (Attach 3 copies)

7. Updated resume

8. Documentation of Act 126 (Mandated Child Abuse Reporting) – (Attach 3 copies)

9. GPA: _____

10. BASIC SKILLS: ___PASSED ___NOT PASSED ___SAT ___ACT

The following signature attests that all documents are accurate, updated and attached:

______________________________  ______________________
Student Teacher Coordinator     Date

Conditional Recommended (If check, explain below)

The following Signature attests that all conditional requirements have been met.

______________________________  ______________________
Department Chairperson          Date
**Teacher Candidate Placement Agreement**

This agreement is entered in between _____________________________ and the Office of Field Experiences at Bloomsburg University of Pennsylvania, located in the McCormick Building, third floor. Bloomsburg University of Pennsylvania has a great reputation for placing our teacher candidates in a variety of districts in which we have fully signed/executed affiliation agreements in place. The Office of Field Experiences will do everything possible to assure the experience is successful and positive for our aspiring teacher candidates.

We **cannot guarantee** you will be placed within a 30-mile radius of your residency. Your student teaching placement may be up to **ONE HOUR** from the address you provided on the **Student Teaching Placement On-Line Survey** (Application for Student Teaching). There may be isolated situations where housing on campus is necessary in order to provide a placement for you. If you change your place of residency, you **MUST** contact the Office of Field Experiences immediately at amccabe@bloomu.edu or 570-389-5128. *(Fall – Prior to May 1st; Spring – Prior to October 1st).*

Direct contact to districts, initiated by you, family or someone on your behalf can result in termination of student teaching placement for a semester. It is the Field Experience Placement Office’s policy that all agreements and affiliations with district placements are conducted through the Office of Field Experiences **ONLY**. We value the support and relationships of our participating school partners and are honored to continue placing quality, professional teacher candidates in their facilities.

Thank you for understanding and acknowledging this agreement. The professional growth and quality experience that you will gain through your placement will contribute greatly to the effectiveness of your career. The Office of Field Experiences is always opened to provide you with support and guidance. **Be a lifelong learner**, it is the continual knowledge you seek that will enhance the students your encounter and prepare you for the continuous changes in the education profession.

Thank you,

Office of Field Experience

I have carefully read the above contract and agree to abide by the terms listed:

Signature: ____________________________  Date: ____________________________
College of Education
Student Teaching Agreements

Please read the student teaching terms below. Provide the requested information, initial, and sign where indicated to acknowledge your agreement to the terms and deadlines.

I, ________________________________ hereby acknowledge to the Office of Field Experiences, Bloomsburg University of Pennsylvania:

• that I have read and understand that the Student Teaching Eligibility Packet deadline is firm as set forth in the packet. I bear all responsibility for the submission of my student teaching packet by the deadline date being considered for student teaching. __________ (initial)

• that I give consent to the Office of Field Experiences to release any and all records it may have in its possession to a school district or other site in which I may be placed for student teaching or practicum in order to prove my qualifications. I realize that such records may include and not be limited to, academic (GPA and courses completed), health (TB screening results), Act 34, Act 151, and Act 24 clearances and disciplinary records, as well as my social security number and Bloomsburg University of Pennsylvania identification number for identification purposes. Bloomsburg University will supply the Act 114 Registration ID# to the District only. This release will expire upon commencement from Bloomsburg University of Pennsylvania or after completion of student teaching or practicum, whichever is later. __________ (initial)

• that as an enrolled student at Bloomsburg University of Pennsylvania, I have read and will comply with: College of Education, Admission, Monitoring and Monitoring and Exit Procedures for Teacher Education Initial Certification Programs, College Policy 3.0 (http://www.bloomu.edu/documents/coe/PolicyHandbook.pdf) __________ (initial)

I realize that by signing the above acknowledgments, I agree to adhere to the terms and deadlines set forth and failure to do so will result in the postponement of my student teaching experience.

Candidate’s Signature: __________________________________________________________

Candidate’s Printed Name: ______________________________________________________

Date: ____________________

Revised Spring 2010/Spring 2012/Spring 2013/Fall 2013/Fall 2014/Spring 2017/Spring 2018
ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: ____________________________ Date of Birth: __/__/____

Any former names by which you have been identified: ____________________________

Section 2. Report of Arrest or Conviction

☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court:

- 
- 
- 

Section 3. No Arrest or Conviction

☐ By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature ____________________________ Date ____________________________

PDE-6004 (8/28/2012)
INSTRUCTIONS

This standardized form (PDE-6004) has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f1).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of a public or private school, intermediate unit or area vocational-technical school. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f1).

Exemption: Any current employee who completed a PDE-6004 on or before December 27, 2011, in compliance with 24 P.S. §§1-111(1) and (2) on that date, and who has not been arrested for or convicted of an offense enumerated under 24 P.S. §§1-111(e) and (f1) shall not be required to complete an additional form.

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity.

If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.
LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
   - Chapter 25 (relating to criminal homicide)
   - Section 2702 (relating to aggravated assault)
   - Section 2709.1 (relating to stalking)
   - Section 2901 (relating to kidnapping)
   - Section 2902 (relating to unlawful restraint)
   - Section 2910 (relating to hiring a child into a motor vehicle or structure)
   - Section 3121 (relating to rape)
   - Section 3122.1 (relating to statutory sexual assault)
   - Section 3122 (relating to involuntary deviate sexual intercourse)
   - Section 3124.1 (relating to sexual assault)
   - Section 3124.2 (relating to institutional sexual assault)
   - Section 3125 (relating to aggravated indecent assault)
   - Section 3126 (relating to indecent assault)
   - Section 3127 (relating to indecent exposure)
   - Section 3129 (relating to sexual intercourse with animal)
   - Section 3130 (relating to incest)
   - Section 3133 (relating to concealing death of child)

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”

(3) An offense similar in nature to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
   - the United States; or
   - one of its territories or possessions; or
   - another state; or
   - the District of Columbia; or
   - the Commonwealth of Puerto Rico; or
   - a foreign nation; or
   - under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under 75 P.a.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 P.a.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

PDE-6004 (8/25/2012)