BHAN263
Leadership Practicum
Required Clearances for Schools

To begin your internship you will need to turn in the following paperwork – please read these instructions carefully:

Federal and State of Delaware Background Check and Finger Printing
Current TB Test
Child Protection Registry Form

Please turn in all paperwork and results *before* the first day of classes.
Not having these required items turned in could cause you to be dropped from the class.

1. **Federal and State of Delaware Background Check and Finger Printing** ($65.00 fee**).
    a. Needs to be completed and valid within the last year (rolling 365 days)
    b. This ***cannot*** be completed from another state; it ***must*** be completed in Delaware. Background checks from another state will not be accepted.
    c. There are three sites available to complete this clearance.*
        i. Rt. 40 – Glasgow – Located at Troop 2. By appointment only, takes roughly 2 weeks to get an appointment. 2-4 weeks for report.
        ii. Georgetown – Located at Troop 4. By appointment only, takes roughly 2 weeks to get an appointment. 2-4 weeks for report.
        iii. Dover – Located at the back of the Blue Hen Mall – No appointment necessary. 2-4 weeks for report.
    d. Background check results must be turned in to Carrie Johns by **August 27, 2018 for Fall 2018 semester**.

2. Negative PPD test needs to be valid within the last year (rolling 365 days)
    a. Test can be provided by Student Health ($5.00 fee**)
    b. Results from Primary Care Physician (PCP) must be sent in to Student Health
    c. **Please note:** PPD Tests require two visits to your physician/student health 48-72 hours apart.
    d. Inform Carrie Johns when your results have been dropped off at Student Health.

3. Child Protection Registry Form (found at http://sites.udel.edu/bhan/background-clearances/)
    a. This form must be filled out and turned into Carrie Johns by **June 29, 2018 for Fall 2018 semester**.

Only once all items have been turned in will Dr. Bibik review your paperwork and approve your rotation start date.

*Please note that students are responsible for finding transportation to these sites.
**Please note that students are responsible for all fees associated with obtaining clearances

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