

Directions for PA Child Abuse Clearance Application

1. If you have already attained this clearance (you completed it for another class or job), please notify your professor or Cathy Dunn at cdunn1@swarthmore.edu. For the majority of our school placements, you do not need an updated copy.
2. Please use ink, not pencil, write clearly and follow all directions in Section I.
3. You may use your college or home address . Make sure to fill in the county, not country in the box under date of birth.
4. Check "School Employee" in the "Purpose of Clearance" box.
5. Remember to complete previous address and household member sections.
6. Make sure your signature is legible (the state is particular about this).a
7. Complete the additional consent/release **waiver** which allows the state to send the clearance directly to our office.
8. If you have downloaded the application and waiver from our Educational Studies website, please note that we must submit your original completed hard copy to the state (we cannot submit faxed or scanned applications sent via email).

Additional Notes

1. Our department pays for the application fee and will mail the application for you.
2. We will send you the original when it arrives and keep a copy of the clearance. An additional copy of the clearance will be delivered to your observation placement, in most cases by you.
3. Please keep your original copy of your clearance with your other important records. It may be required for future projects or jobs involving children.
4. Completed applications and waiver forms may be returned to Cathy Dunn's mailbox in the Educational Studies office or sent to her c/o Educational Studies, Swarthmore College, Swarthmore PA 19081. If completed in class, applications will be returned to the professor.

Questions? Contact cdunn1@swarthmore.edu or call (215)868-595411