

College of Health Sciences – Kinesiology Department
Exercise Science Student Internship Placement Requirements:

Every Exercise Science student needs to complete specific requirements before receiving approval to begin an internship experience.

The 5 items listed below are ***REQUIRED*** from all Exercise Science students completing an internship experience. Some internship sites may require additional requirement items before the student can be approved to start on-site hours. *Students are responsible for confirming with their site all requirements that must be completed before beginning on-site hours.*

The information provided below is a list of the minimum requirement items and directions on how to obtain documentation that needs to be submitted for approval before starting an internship experience.

1. **Current CPR Certification:** Students must complete an **in-person/hands on skills CPR class** and submit a current CPR certification ***with effective dates that cover the entire internship semester.***
 - a. If CPR certification is EXPIRED or effective dates do NOT cover the entire semester internship is occurring in, students MUST renew CPR certification BEFORE submitting. **Any CPR Certificate with dates that do NOT cover the entire internship semester will NOT BE ACCEPTED.**
 - b. If you are currently enrolled in SMD 271 or SMD 204 and will not have the certificate until after the deadline to submit internship documents, please have SMD professor email Dr. Whidden to verify enrollment and that the certification is in process. **Once certification is received students must upload final copy.**
2. **Professional Liability Policy:** Students are responsible for obtaining a policy with coverage limits for a **minimum of \$1 million per incident/\$3 million aggregate.**
 - a. The Health Provider’s Service Organization (HPSO) offers professional liability insurance and risk management information to a wide array of healthcare and counseling professionals.
 - Click the link to get a quote: <http://hpso.com/selection?refID=WW2GWi>
 - Select Individual “start here”
 - Select STUDENT
 - Enter your state of residence
 - Type your Profession/Area of study
 - Enter your anticipated graduation date
 - Estimated cost for annual policy is between \$40 – 60
3. **Student Attestation Form:** Students attest they understand the requirements of their internship site as listed within the affiliation agreement between the site and the University. Students agree to comply with all ongoing requirements for placement by WCU and the site.

A copy of the student attestation for completion can be found on the [Department of Kinesiology website](#).

4. Child Abuse History Certification:

<https://www.compass.state.pa.us/CWIS/Public/Home>

1. If registering for the first time, choose Create Individual Account and proceed to step 2. Otherwise, choose Individual Login to Access your Clearances and Create a Clearance Application. Proceed to Step 6. (See FAQ at the top of website if “having trouble logging in”)
2. Read the directions on the next page, and then click Next.
3. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click Finish after completing all fields.
4. You will be provided with a temporary password at the email address provided.
5. When you receive the email go back to the initial webpage and chose Login and if entering for the first time you will be prompted to change your password. (It is important that you write down your username and password for future access!)
6. There will be a series of pages to fill in but remember to select School Employee Not Governed by Public School Code for the purpose of the clearance (Do not choose VOLUNTEERS Only version)
7. When asked about the Certificate Delivery Method, remember to answer Yes, you would like to have a paper copy sent to your home or mailing address.
8. You must pay for the clearance online (\$13 effective July 1, 2018) using either a debit or credit card and then sign electronically.
9. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

**To check on a PA Child Abuse clearance request, if there is a delay:
CWIS Support Center: 1-877-343-0494 (PA Child Abuse)**

5. PA State Police Criminal Record Check:

<https://epatch.pa.gov>

1. Have a credit card ready.
2. Click on Submit a New Record Check (Do not choose VOLUNTEERS Only version)
3. Select Individual Request
4. Reason for Request - choose Other.
5. Accurately complete the information requested and click Next.
6. Verify, then click on Proceed.
7. Enter your personal information again and click Enter the Request.
8. Click on Finished.
9. Click Submit on the Review page
10. Enter your credit card information (\$22) and click Next.
11. Click on the hyperlink for the control number.
12. Very Important: Write down the Control Number and the date it was processed.
13. Click on Certification Form.
14. Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

**To check on a PA Criminal Record clearance request, if there is a delay:
PATCH Helpdesk: 1-888-783-7972 (PA Criminal Record Check)**

*****Please note:*** All students are required to submit the above items; however, the internship site may require additional items to be completed. Students are expected to confirm with their internship site all required documents needed by the site before they begin on-site hours. Students who are placed at a site with a non-standard agreement may be required to submit additional requirements for site approval.

The following are *some* of the additional items that may be required. Please confirm with your internship site and WCU internship director as needed.

FBI Fingerprinting Process:

Pre-registration is required and can be completed using the link below or calling 1-844-321-2101
<https://uenroll.identogo.com/>

When you register, you will have to provide a service code (see below)

Service Code	Applicant Type	Description	Department
1KG6ZJ	DHS Volunteer	An individual applying for or holding an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.	Department of Human Services

1. **Schedule or Manage Appointment** and complete all required information
2. **Employer Information** can be skipped
3. **Citizens Information** complete required information
4. **Personal Information** complete required information (you do not have an authorization code)
5. **Address** complete required information
6. **Documents** select the identification documentation you will bring to the fingerprinting appointment
7. **Location** enter your zip code to locate available locations
8. **Date and Time** schedule your preferred day and time to go get fingerprinted
9. **Submit** and you will be prompted to confirm the appointment.
10. **Payment** will be made at the fingerprinting appointment to the Identogo Center via credit card, business check, or money order.
11. **Cost** is estimated around \$24
12. **After getting fingerprinted** within 72 hours you will be sent an email from PASafeCheck (status@dev.PASafeCheck.identogo.com) with a **ONE TIME ACCESS** link to view/print your Unofficial Copy called the Civil Applicant Response. One you click the link – be ready to print.

****IT IS IMPORTANT THAT YOU ARE AT A COMPUTER WHERE YOU CAN PRINT AND SAVE THE UNOFFICIAL COPY AS THIS WILL BE A ONE-TIME ACCESS ONLY LINK!**

If you have questions about FBI clearances, please contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422. For questions about IDEMIA registration, processing, or billing, please contact IDEMIA/Identogo at 1-844-321-2101.

**To check on an FBI Fingerprint clearance request, if there is a delay:
Identogo/Idemia: 1-855-845-7434 (FBI Fingerprinting)**

TB Test:

Students (especially those who will be working in a school district) need to provide proof of current TB test. Students can obtain an updated TB test through their family provider, or on campus through WCU Student Health Services. All students need to use the form linked below:

<https://www.wcupa.edu/services/studentHealthServices/documents/TBNonEducationandNurses.pdf>

Immunization history:

Students who need to submit an immunization history for internship site placement, should obtain from their health care providers documentation showing the following immunizations and highlight the dates each has been administered:

- a. MMR (Measles, Mumps, Rubella)
- b. Tdap (tetanus vaccine is valid up to 10 years)
- c. Varicella (Chicken Pox)
- d. Hepatitis B
- e. TB
- f. Meningitis (if living on campus)
- g. HPV (optional)

Influenza Vaccination (FLU SHOT) – provide documentation from provider showing proof of current vaccination.

Medical Insurance Card: If required to provide, submit a copy of the front and back of your medical insurance card. *Your name must appear on the card.* If not, please include documentation from your medical insurance company showing you are covered. (Example: letter of proof of coverage from insurance company)

WCU Student Health Center provides some of the vaccines listed above. Please visit their website linked below for additional information and cost of services provided to students on campus.

<https://www.wcupa.edu/services/studentHealthServices/>

If you have questions regarding internship requirements for site approval, please contact your internship site supervisor, the Department of Kinesiology, or the College of Health Sciences Administrative Assistant of Clinical Experiences.