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/](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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