

Safety Sciences MS Graduate Assistantship Application Instructions

These instructions are to be used to fill out the GA application posted at the following web page:

<http://www.iup.edu/safetysciences/grad/safety-sciences-ms/>

Refer to the top of the application to understand which semester you are applying for, as graduate assistantships are granted on a semester by semester basis. Subsequent semesters will require submitting a separate application – you will be notified via email when the subsequent semester applications are available. Your submission due date is listed on the application. *Please note, the number of available graduate assistantship vary from semester to semester.*

The position requires you to be able to physically report to Johnson Hall in Indiana, PA. It also requires a mid-semester and end-of-semester performance review with your supervisor. Your application will be reviewed by the Safety Sciences Graduate Committee, scored and ranked among other applicants. If you are selected, you will be notified approximately 6 weeks prior to the beginning of the semester. In addition, in accordance with the [Pennsylvania Child Protection Services Law and IUP policy](#), you are required to undergo a criminal background investigation as a condition of your position with IUP. There are 3 background checks that must be completed:

- Act 34 – Pennsylvania State Criminal Records check (online);
- Act 151 – Pennsylvania Department of Human Services Child Abuse History Clearance check (online); and
- Act 114 – Federal Criminal History Record Information check which requires that you be fingerprinted either by the university or at another [approved location](#).

Instructions on how to complete this criminal background investigation is provided on the next page.

FAQ: Can I apply for a Graduate Assistantship if I do not have my application in for the M.S. in Safety Sciences program or if my application is in process.

Answer: Yes, you may apply. However, if you are not an enrolled student **by the start of the spring 2018** semester you will not receive the Graduate Assistantship.

Other Questions?

Questions about the **benefits** of obtaining a Graduate Assistantship can be found at the following website:

<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/> Please do not contact the Graduate Coordinator regarding *specific* benefits of graduate assistantship. You will be directed to the website listed above.

For successful submission, follow these steps:

Step 1: Fill out the 2 page application and save the file with your last name first.

Step 2: Collect unofficial transcripts for any undergraduate coursework or graduate coursework.

Step 3: Create a resume.

Step 4: Scan all documents (the application, your transcripts and resume) into one package and email to:

MS-GA-Safety-Sciences@iup.edu, with the subject line GRADAUTE ASSISTANT APPLICATION



BACKGROUND CLEARANCE PROCESS - INDIANA UNIVERSITY of PENNSYLVANIA (IUP) (Department of Human Services Applicant)

In accordance with the [Pennsylvania Child Protection Services Law and IUP policy](#), you are required to undergo a criminal background investigation as a condition of your position with IUP. There are 3 background checks that must be completed:

- Act 34 – Pennsylvania State Criminal Records check (online);
- Act 151 – Pennsylvania Department of Human Services Child Abuse History Clearance check (online); and
 - Act 114 – Federal Criminal History Record Information check which requires that you be fingerprinted either by the university or at another [approved location](#). See **volunteer exemptions below**.

All 3 background checks MUST be in process and verified by HR before you are permitted to begin work with IUP.

NEW OR RE-HIRED EMPLOYEES, STUDENT EMPLOYEES, OR CONTRACTORS

- Must begin the process for obtaining the following three (3) clearances listed below before your first day of work with IUP. Results must be obtained and presented as described within this document within 90 days of your date of hire.
- **No one can start to work until HR has verified that all clearances are in progress.**

EXISTING EMPLOYEES

- Must begin the process for obtaining the following three (3) clearances listed below when IUP-HR sends your invitation to participate in the process. Results must be obtained and presented as described within this document by December 31, 2015.

NEW or EXISTING VOLUNTEERS

- New volunteers must begin the process for obtaining Pennsylvania State Police Criminal Background Check (SP4-164) and Pennsylvania Child Abuse History Clearance Form (CY-113) before your first day of work with IUP.
- **Existing volunteers** with IUP as of August 25, 2015 must obtain the Pennsylvania State Police Criminal Background Check (SP4-164) and Pennsylvania Child Abuse History Clearance Form (CY-113) **by July 1, 2016**.
 - Volunteer exemption - Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report) is not required for new or existing volunteers provided they have been a resident of PA for the previous ten (10) years, the position they are applying for is unpaid, and the candidate attests to having not been convicted of a certain list of crimes in a state or territory of the United States or foreign nation (form required).
- **Student Volunteers: Not required to complete background clearances if:**
 - a) The Individual is currently enrolled in a school.
 - b) The individual is not a person responsible of the child's welfare.
 - c) The individual is volunteering for an event that occurs on school grounds.
 - d) The event is sponsored by the school in which the individual is enrolled as a student.
 - e) The event is not for children who are in the care of a child-care service.
- **Volunteers under the age of 18 are not required to obtain any clearances.**
 - **Volunteers with existing clearances** obtained with another institution and no more than 60 months ago from start of volunteer position with IUP may send *copies* of those clearances to IUP-HR via email at [Human-](#)



BACKGROUND CLEARANCE PROCESS - INDIANA UNIVERSITY of PENNSYLVANIA (IUP) (Department of Human Services Applicant)

Resources@iup.edu with the subject line 'Existing Volunteer Clearances for Review – Volunteer First Name Last Name'.

ALL GROUPS

- Offers of employment, including student employment and graduate/teaching assistantships, are contingent on successful completion of all required background checks. Candidates may be hired provisionally for up to 90 days while awaiting results of background checks. Volunteers must complete all required checks and volunteer provisionally for up to 30 days while awaiting results.
- All clearances must be renewed every 60 months with the IUP Office of Human Resources.
 - Failure to complete, show proof of completion of all required clearances, or be reported to have results which disqualify your eligibility for employment will result in the revocation of your offer of employment/position with IUP.

OBTAINING YOUR CLEARANCES

Please read the following instructions to understand how to obtain your clearances.

A. Pennsylvania State Police Criminal Background Check (SP4-164) and Pennsylvania Child Abuse History Clearance Form (CY-113)

1. You will **receive two emails from our vendor, Justifacts**, sent from Brittany Weaver and/or DoNotReply12@Justifacts.com. The emails will contain a link to complete consent forms on Justifacts website as well as a security pin. *This link expires after 30 days.* You will continue to receive reminders via email to follow the link until the link expires.
2. Through the link, you will be required to enter general identification information necessary for the State Police Criminal Background Check and the Pennsylvania Child Abuse History Clearance.
3. While there is a statement that an applicant going through our background checks is considered a “consumer” under the Fair Credit Reporting Act. Individuals going through the background clearance process do have rights as a consumer under the Fair Credit Reporting Act—which includes requesting from our vendor, Justifacts, a copy of your background report, or disputing information in your report. Steps to begin that process can be found towards the bottom of the Justifacts home page.
4. Upon submission of that general information, **you will receive a follow-up email from Justifacts with instructions on your payment code** and a link to the Department of Human Services website to complete your Pennsylvania Child Abuse History Clearance and upload your clearance once you are completed. Please follow the directions on that site using the payment code information contained in the email from Justifacts. **Save this email from Justifacts as you will need it after the process is completed to upload your Child Abuse Clearance.**

Note - as part of the Pennsylvania Child Abuse History Clearance **you will be asked to provide names and addresses of individuals you have resided with since 1975. Have this information ready before you begin the Pennsylvania Child Abuse History Clearance on the Department of Human Services website. The minimum you can provide for address since 1975 is your state of residence.

*Personal information reported to Justifacts or Department of Human Services is only stored on those websites and not accessible to IUP-HR and is not maintained as part of IUP personnel files.



**BACKGROUND CLEARANCE PROCESS - INDIANA UNIVERSITY
of PENNSYLVANIA (IUP) (Department of Human Services Applicant)**

5. After you complete the application of your Child Abuse Clearance, you will receive an email from noreply@pa.gov verifying your clearance application is now in progress and instructions on how to view the status of your Child Abuse Clearance. **Please save this email in the event you need to provide proof of application completion prior to the results being sent to you.**

**FINAL Proof to Employer: Pennsylvania State Police Criminal Background Check (SP4-164) and
Pennsylvania Child Abuse History Clearance Form (CY-113)**

1. No other steps are required to process the **Pennsylvania State Police Criminal Background Check**. Original clearances for the Pennsylvania State Police Criminal Background Check **will be sent directly to IUP from Justifacts** and do not need to be presented to HR or your department prior to your start date.
2. To complete your **Pennsylvania Child Abuse History Clearance**, results must be uploaded to Justifacts using the initial link sent to you in the pay code instruction email you received from Justifacts. Please refer to that Justifacts email for additional directions on completing this step.
3. If you need technical assistance with Justifacts site, please contact Sarah Trusillo at (412)712-1555.
4. If you need assistance with the Department of Human Services website, please contact their Helpdesk @ 877-371-5422 or 877-343-0494

IUP-HR and IUP-IT are unable to provide technical assistance for users on either the Justifacts or Department of Human Services website.

B. Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

PLEASE NOTE THERE ARE TWO STEPS TO FINGERPRINTING AS SHOWN BELOW – REGISTERING YOUR NAME WITH COGENT AND SCHEDULING AN APPOINTMENT with IUP or another COGENT site.

STEP 1:

Go to this site (https://www.pa.cogentid.com/index_dpwNew.htm) to register for fingerprinting through the PA Department of Human Services.

Please note – you must ensure you use the Department of Human Services, not the Department of Education. IUP- HR does not get results from the Department of Education.

If you present a registration ID for the Department of Education, you will be asked to re-register, at no charge to you.



BACKGROUND CLEARANCE PROCESS - INDIANA UNIVERSITY of PENNSYLVANIA (IUP) (Department of Human Services Applicant)

1. Ensure the top right hand side of screen says, PA Department of Human Services.
 - a. If you have chosen another agency, please return to the COGENT home page and select the 'PA Department of Human Services' agency to get started.



2. Click Register Online.
3. **FINGERPRINT CARD USER BOX:** *Out-of-state applicants DO NOT check this box.* Instead refer to the "How to Submit a Fingerprint Card to 3M Cogent" on the same page shown above if you are an out-of-state applicant and you need to obtain a fingerprint card.
4. Click the 'Payment Type' drop down box, select 'Agency'.
5. On the next line, 'Agency ID' enter PADW65190.
*** Note, the Agency ID is case sensitive**
6. Move your cursor to the next line down, 'Agency Name'; IUP's Agency Name, Address, City, State and Zip will pre-fill on the screen.
7. Move your cursor to the 'Billing Password' line enter P151KC2547.
***Note, the Billing Password is case sensitive**
8. Move to the 'Reason Fingerprinted' drop down box and, select 'EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN'.
9. Next, complete all required 'Personal Information' fields which are marked with a red asterisk. Please note - your original FBI Fingerprinting clearance will be sent to the address you use on this COGENT system. Then, click, 'Next'.

***Personal information is only stored in the COGENT database. No personal data is accessible to IUP-HR through COGENT and is not maintained as part of IUP personnel files.**

If you chose not to provide your Social Security Number to COGENT, IUP-HR will be unable to access your registration ID - should you forget to bring the registration ID with you to your appointment.



BACKGROUND CLEARANCE PROCESS - INDIANA UNIVERSITY of PENNSYLVANIA (IUP) (Department of Human Services Applicant)

10. Review all of your information carefully, then click, 'Next' to verify.
11. A receipt **must** be presented at the Cogent Fingerprinting site, so **on the next screen select an option to either print or email a receipt to yourself.**

STEP 2:

You may now schedule an appointment with the IUP Office of Human Resources OR you can schedule an appointment at another COGENT fingerprinting location of your choice listed here.

https://www.pa.cogentid.com/index_dpwNew.htm

If you are planning to be or were fingerprinted for IUP employment at a COGENT location other than IUP Human Resources, please email me your COGENT registration ID so we may verify completion of fingerprinting.

Applicants are encouraged to schedule with the COGENT site closest to their home.

12. To schedule an appointment with IUP-HR, please visit this site:
<http://my.setmore.com/bookingpage/06a691d5-eea9-48cd-a4f2-f56c427835fb>

You can also copy and paste the web address above into a new browser window

Due to the volume of applicants IUP will be processing in 2015, no walk-ins will be accepted for fingerprinting in the IUP-HR office. Appointments must be scheduled through

<http://my.setmore.com/bookingpage/06a691d5-eea9-48cd-a4f2-f56c427835fb>

13. Be prepared to show your receipt or email with your Registration ID number and a valid photo ID as shown here https://www.pa.cogentid.com/index_dpwNew.htm
The entire fingerprinting process takes approximately 10-30 minutes depending on wait times.

FINAL Proof to Employer: Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

1. Your original FBI Fingerprinting clearance will be sent to the address you used on the COGENT system.
2. By law, **your original clearance received at your address must be presented to IUP-HR in person no more than 90 days from your date of hire/program start date.** If you are unable to return to campus in person, you are welcome to mail your original documents with

results to: IUP-HR, G-8 Sutton Hall, Indiana, PA 15705. Once we have reviewed, original results will be mailed back to the address shown on the results.

Scanned, emailed or faxed proof of clearance will not be accepted.

As a reminder, failure to present the original clearances to IUP-HR will result in revocation in your offer of employment.

Page 5 of 5
9/14/2015