



Human Services/Social Services Clearance Procedure

I. Purpose

Outline the steps to be taken for all Human Services/Social Services students regarding background checks for Field Work Practicum (practicum). It is HACC's duty to protect the safety of the client and to uphold the ethics of the HACC programs. Individuals who have committed certain crimes may require special permission from a practicum site for placement. HACC will make every effort to allow students to complete their program of study in the Human Services/Social Services fields but cannot require facilities to accept students for practicum.

II. Definitions

- A. Criminal record: Any history of conviction of a misdemeanor or felony crime.
- B. Pending charges: Any criminal charges as yet unresolved by the courts.
- C. Background check: The process required by HACC for admission into the practicum portion of the Human Services/Social Services programs which include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check. These checks are only good for one year from date of issue.
- D. Conviction: Being convicted, pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict, accelerated rehabilitative disposition (ARD) or receiving any other disposition (excluding acquittal or dismissal) for any criminal offense.

III. Procedure

- A. Students must complete background checks, at the student's expense, the semester prior to starting the practicum class.
- B. All background check forms must be submitted to the Director of Field Placement
- C. Students must have a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check to fulfill the requirements of the practicum sites.
- D. A student with any conviction or pending charge cannot be guaranteed that they will be able to complete a practicum in the HACC Human Services/Social Services programs.
- E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in the Human Services/Social Services programs at HACC.
- F. A student who completes the Human Services/Social Services program at HACC, despite criminal convictions, is not guaranteed to be eligible for licensure or credentialing by a governmental body, or will be eligible to work for a particular employer. Licensure and credentialing authorities and employers apply their own standards for evaluating whether criminal convictions are disqualifying. HACC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse employment opportunities. A student with a conviction or convictions is responsible for contacting the appropriate licensure or credentialing board to investigate eligibility and employability.
- G. If a student has a conviction on their clearances, the student will be required to meet with the Human Services/Social Services Director of Field Placement

- I. The student is advised that the Director of Field Placement will make every effort to find a placement site that is willing to provide a practicum experience for the student with this conviction
 - II. HACC cannot guarantee a practicum placement. Practicum is a requirement to complete the program, and if a practicum site cannot be secured, the student will be notified and the student will not be able to complete the program.
- H. The student may be required to travel in order to complete a practicum at a facility that is willing to accept the student.
- I. A student's inability or unwillingness to travel to a practicum will prevent the student from completing the program.
 - II. HACC does not provide transportation to practicum facilities.