

Employer Clearances Verification for On-the-Job Fieldwork

Temple College of Education and Human Development students who have been approved to complete their course/program fieldwork requirements in their place of employment, may submit this form as verification from their employer regarding the status of their clearances in lieu of renewing their clearances annually. This form must be received by the Office of Professional Experiences by August 1. (Details of this policy can be found at education.temple.edu/clearances)ⁱ

The following must be completed by the employed Temple student prior to the signature of an authorized representative of the employing school/district/organization.

Temple Student Name	TUID	Temple Email Address
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The following must be completed by an authorized representative of the employing school/district/organization of the Temple student.

By signing this form, I verify that the student:

1. Has updated clearances without incident that are valid for at least one year from the date of this form.
2. Is currently employed and is expected to be continuously employed at this institution for at least one academic year from the date of this form.
3. Has permission to complete course-related fieldwork in their own classroom or already assigned clients. Should the student have field requirements outside of these, they must receive explicit permission from their on-the-job supervisor to arrange this at their place of employment. If the student is not able to complete their fieldwork at their place of employment, they will be assigned another location and will be required to obtain new clearances.

Name of Authorized Representative

Position/title

School/district/organization

Signature

Date

ⁱ If a student is unable to submit this verification form for any reason, including delays from their district or school administrator, they must renew and submit all four clearances prior to the start of the semester to be able to engage in any required fieldwork for their course(s).