

Date: January 21, 2016

From: Jeff Rush, Chair Film and Media Arts

To: All FMA Students, Both Undergraduate and Graduate

Subject: Using Minors in FMA Productions

The University has revised its policies for the protection of minors in all university programs ([Click Here](#) to be directed to the Universities policies). Therefore, the student directors of all FMA productions casting minors and any faculty or FMA students working with minors must first have clearance on file in the FMA office. To get clearance, you must go through the steps detailed below.

Please keep in mind that this is an application process that can take anywhere from 1 to 3 weeks. Plan accordingly. Also please read and follow the instructions on each application carefully.

1. Visit and read Temple's direct website and instructions about ACT 153: Contact with Minors Background Checks

[Click Here](#) to be redirected to the website

According to the PA Child Protective Services Law (CPSL) employees who have responsibility for the care, supervision, guidance, and control of children or who have routine interaction* with children are required to provide their employer with comprehensive background check certifications. The checks are good for 1 year.

2. Complete the following three steps: These steps are required and can be done online. The fingerprinting requirement can be done on campus.

PA Criminal Background Check \$10

[Click Here](#) for link the criminal background check

PA Child Abuse History Clearance - \$10

[Click Here](#) to be redirected to the website

PA Cogent 3M - for fingerprinting registration* ID \$27 (required and must print*)

[Click Here](#) for to be directed to the fingerprinting registration website

*The fingerprinting requires that the student print out the Cogent 3M receipt and take it with them to the Main Campus fingerprinting location to complete fingerprinting.

Contact this number for time and location of fingerprinting: [\(215\) 204 - 1909](tel:2152041909)

3. File a copy of all your paperwork with FMA Office Manager, Ms. Rita Kozen, and room 120 Annenberg Hall. Only when the department has all documentation on file may you begin to work with minors.