POLICY ON BACKGROUND CHECKS
For Field Experiences and Student Teaching

Purpose: To maintain a safe environment for PK-12 students in the public and private schools

Given the requirements in most school districts that a background check will be required for individuals involved in extended contact with PK-12 students in the schools, the Creighton University Education Department (“Education Department”) will require university students involved in field experiences, practica, internships, or student teaching (herein referred to collectively as field experiences) to complete a background check a minimum of two times during their program of study with a background company selected by the Education Department.

This policy will apply to all students enrolled in Education Department courses, unless the student is a full-time certified teacher who is completing a course where the required field experience is in the teacher’s own school of employment.

The timing of the background checks will vary depending on the start of the courses that have field experiences. The student must complete an application for a background check to the background check company 50-60 days prior to the start of the course that involves a field experience. The following chart will guide the process of background checks:

<table>
<thead>
<tr>
<th>Undergraduate Initial Certification</th>
<th>Graduate Initial Certification</th>
<th>Graduate Advanced Programs</th>
<th>Certificate Renewal or other Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background check policy will be given to students prior to or during EDU 103.</td>
<td>Background check policy will be given to students as part of the Master of Education program packet of directions and forms.</td>
<td>Background check policy will be given to students as part of the Master of Science program packet of directions and forms.</td>
<td>Background check policy will be given to students prior to or at the time of the discussion of course enrollments</td>
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<td>Student must complete and submit the background check application as indicated in the Background Check Process between 50 and 60 days prior to the start of EDU 208 and/or EDU 210.</td>
<td>Student must complete and submit the background check application as indicated in the Background Check Process 50-60 days prior to the start of EDU 510 or the first course in the program of study that requires a field experience.</td>
<td>Student must complete and submit the background check application as indicated in the Background Check Process 50-60 days prior to the start of the first course in the program of study that requires a field experience.</td>
<td>Student must complete and submit the background check application as indicated in the Background Check Process 50-60 days prior to the start of the first course that requires a field experience.</td>
</tr>
</tbody>
</table>

- An additional background check will be required every 30 months.
- An additional background check will be required prior to the beginning of the final culminating experience for the program of study (e.g., student teaching, practicum, internship), unless the most recent previous background check occurred within 9 months of the start of the final culminating experience.

The Nebraska Department of Education’s Title 92, Chapter 21, Sections 003.11, 003.12, and 003.13 (found at http://www.nde.state.ne.us/LEGAL/documents/Rule21CLEAN2008_000.pdf) describes the felony and misdemeanor activities that will prevent individuals from participating in field experiences and/or from having any contact with PK-12 students in school settings. Felonies are defined as any felony offense under the laws of any state, including misdemeanor convictions in other jurisdictions that would be considered a felony if the act were committed in Nebraska. Misdemeanor convictions involving abuse, neglect, or sexual misconduct include: assault (third degree), child enticement, stalking, hazing, unlawful intrusion, violating a harassment protection order, false imprisonment, sexual assault (third degree), domestic assault, child/vulnerable adult contact with methamphetamine, abandonment of spouse or child, child abuse, contributing to the delinquency of a child, prostitution, keeping a place of prostitution, debauching a minor, public indecency, sale of obscene material to minor, obscene motion picture show - admitting a minor, obscene literature distribution, sexually explicit conduct, resisting arrest, indecency with an animal, intimidation by phone call, and/or violating a protection order. Other felony or misdemeanor convictions involving abuse, neglect, or sexual misconduct also include convictions related to such crimes as: attempting to commit a crime, criminal conspiracy, accessory to a felony, and aiding, abetting, procuring, or causing another to commit an offense.

If the background check results indicate any felony convictions, misdemeanor convictions designated in Nebraska Title 92, Chapter 21, Section 003.12 or 003.13, or any other activities that may present a concern in being near PK-12 students, then the Creighton Certification Officer and/or Department Chair will have a conversation with the Creighton student prior to the start of the course with the field experience to determine whether continued participation in the course and/or the Education Department program of study will occur.

This policy will be effective in 2010 beginning with field experiences that occur from May 2010 and beyond.

Rev. 3-25-2010
PROCESS FOR BACKGROUND CHECK
For Field Experiences and Student Teaching

Timeline to complete and submit the background check to One Source: 50-60 days prior to the start of the course that have a field experience (see Policy on reverse side).

Website: www.onesourcebackground.com

-Scroll over to the Student Teacher Login tab, when the drop down box appears, select Creighton University
-When the page with links appears, select the NE Adult and Child Abuse and Neglect Registry Release. This form will need to be printed, filled out and faxed to One Source (402-333-3280).
-Return to the previous page and select the link for Field Experience or Student Teaching
-Read all instructions before completing this form.
-DO NOT ENTER ANY INFORMATION IN THE “POSITION APPLIED FOR” OR “DEPARTMENT FIELDS”.

Please enter the following information:

1. **APPLICANT NAME:** Enter First, Middle and Last Name.
2. **MAIDEN or AKA NAMES:** Enter First & Last Name and any other names Applicant has used within the past 7 years.
3. **CURRENT ADDRESS:** DO NOT enter any information in this field.
4. **PREVIOUS ADDRESS:** Please enter the zip code OR City and State of any locations you have resided in outside of the Nebraska.
5. **SSN:** Enter Social Security Number. Do not enter hyphens or dashes. EXAMPLE: 111223333
6. **DOB:** Enter Date of Birth. Do not enter hyphens or dashes. EXAMPLE: 12/10/1970 or 12101970
7. **APPLICANT PHONE NUMBER:** Please enter a phone number the applicant can be reached at between 8 am and 5 pm.
8. **CREDIT CARD TYPE:** Select the type of Credit Card. (Fee for 2010 - $25)
9. **CREDIT CARD NUMBER:** Please enter the credit card number.
10. **CREDIT CARD EXPIRATION DATE:** Please enter the expiration date to the credit card, month and year.
11. **CREDIT CARD CVV CODE:** Please enter the three digit CCV code listed on the back of the credit card. These three numbers are listed on the signature panel and are not included in the account number. **AMERICAN EXPRESS USERS:** CCV Codes are 4 digits and located on the front of the card. **DEBIT CARD HOLDERS:** Please enter the information like a Credit Card. If you do not have a credit card or debit card please contact One Source for alternative payment arrangements (800-608-3645).

Please return your Health and Human Services Child and Adult Abuse Release to One Source upon completing this form. Your Background Report will be incomplete until this form is returned.

After following all instructions and completing the required forms, select “Enter Order”. From this screen you will consent to a release of information, by selecting “I agree”, then you can select “Enter Order” again. One Source will begin to work on the search and send the results to the Education Department when the report is complete. You will also have access to the report through One Source.

**If the results indicate any felony convictions, misdemeanor convictions designated in Nebraska Title 92, Chapter 21, Section 003.12 or 003.13, or any other activities that may present a concern in being near PK-12 students, then the Certification Officer and/or Department Chair will have a conversation with the Creighton student to determine whether continued participation in the course and/or the Education Department program of study will occur.**

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