

Policy: Background Check for Superintendent Track Students

Effective Date: January 1, 2013

Purpose: To provide a safe environment for students in all school settings.

In order to comply with the requirements of the State of Nebraska and of Creighton University, the Interdisciplinary Ed.D. Program in Leadership will require all students, entering into the Superintendent Track, to complete a background check. A background check will be a prerequisite for ILD 830 Superintendent Practicum course.

Any student who wishes to begin the Superintendent Track must provide the following:

- Superintendent Track Application
- Teaching Certificate
- Principal Certificate
- Background Check Certificate

If a student is missing anyone of the four documents, they are not eligible to start the Superintendent Track program and will not be registered for any Superintendent Track courses.

Process for Background Check

Timeline to complete and submit the background check to One Source: (Prior to being accepted into the Superintendent Track or 50-60 days prior to the start of ILD 830 Superintendent Track Practicum course.

Website: www.onesourcebackground.com

- Scroll over to the Student Login tab (right hand side of page), 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 (800-929-8117).
- 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:

- **Applicant Name:** Enter first, middle, and last name
- **Maiden or AKA Names:** Enter first and last name and any other legal names used within the past 7 years.
- **Current Address:** DO NOT enter any information in this field, unless it is an address outside the state of Nebraska.
- **Previous Address:** Enter the zip code or City and State of any locations you have resided outside state of Nebraska.
- **SSN: Enter Social Security Number.** Do not enter hyphens or dashes. EXAMPLE: 111223333
- **DOB: Enter Date of Birth.** Do not enter hyphens or dashes. EXAMPLE: 12/10/1970 or 12101970
- **Driver's License Number:** Enter license number and issuing state.
- **Applicant Phone Number:** Enter a phone number the applicant can be reached at between 8am and 5 pm.
- **Applicant Email Address:** Enter an email address the applicant can be reached at between 8am and 5pm.
- **Credit Card Type:** Select the type of Credit Card. (Fee for 2012-\$26.75)
- **Credit Card Number:** Please enter the credit card number.
- **Credit Card Expiration Date:** Please enter the expiration date to the credit card, month and year.
- **Credit Card CVV Code:** Please enter the three digits CVV 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.
- **Billing Address:** Please enter the billing address, City, State and Zip Code.

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.

Your Background Report will be incomplete until the Health and Human Services Child and Adult Abuse Release (DHHS) form has been received by OneSource. Fax it to OneSource.

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 003.13, 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 on the course and/or the Interdisciplinary Ed.D. Program in Leadership will occur.