PROCESS FOR BACKGROUND CHECK

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

Elementary and Secondary Education Students Only:

- Go to website: www.onesourcebackground.com
- Scroll over to the Tools tab (top right of homepage) and drop down to Students.
- Select Creighton University.
- On the page containing Creighton University links, select the NE Adult and Child Abuse and Neglect Registry Release Form (DHHS). You must print, complete, and deliver this form to the Education Department, Eppley 450, for final signature. Your background check report will be incomplete without this form. After printing, close this tab to return to the prior webpage.
- Select the Education Department tab, and then select the Background Check box.
- Read all instructions before completing the form.
- LEAVE THE “POSITION APPLIED FOR” AND “DEPARTMENT FIELDS” BLANK.

Leadership and Counseling Students Only:

- Go to website: www.onesourcebackground.com
- Scroll over to the Tools tab (top right of homepage) and drop down to Students.
- Select Creighton University.
- Select the Education Department tab, and then select the Background Check box.
- Read all instructions before completing this form.
- LEAVE THE “POSITION APPLIED FOR” AND “DEPARTMENT FIELDS” BLANK.
- Please note you do not need to download anything to complete this process.

ALL STUDENTS:

Please enter the following information:

- **APPLICANT NAME**: Enter First, Middle, and Last Name. (full legal name)
- **MAIDEN or AKA NAMES**: Enter First and Last Name and other legal names in the past 7 years.
- **CURRENT ADDRESS**: DO NOT enter any information unless it is outside the state of Nebraska.
- **PREVIOUS ADDRESS**: Enter the zip code OR City and State of places outside 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
- **APPLICANT PHONE NUMBER**: Enter a number you can be reached at between 8am and 5pm.
- **APPLICANT EMAIL ADDRESS**: Enter an address you can be reached at between 8am and 5pm.

The fee for the service provided by One Source is $26.75 including Sales Tax, payment for which is made directly to One Source and accompanies this request.

*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 in the course and/or the Education Department program of study will occur.*

Rev. 1/27/16
Education Department

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.

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>
</tr>
</tbody>
</table>

- Students 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.
- Students 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 the first course in the program of study that requires a field experience.
- Students 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 the first course in the program of study that requires a field experience.

* An additional background check will be required every 30 months.
* If a Graduate Program Extends Beyond 30 Months, a new background check will be required.
* 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 or practicum), unless the most recent previous background check occurred within 9 months of the start of the final culminating experience.
* Prior to clinical practice or internships, graduate students will verify in writing there has been no change to their initial background check.
* If the student is involved with any illegal activity that may show up on a background check, it is the student’s responsibility to notify the program director and field experiences director.

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: attempt 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. 1-27-16