

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

Given the state of Nebraska requirement for all educator preparation institutions to conduct or verify an official criminal background check on candidates prior to admission to an initial teacher education program and again prior to clinical practice, the Creighton University Education Department (“Education Department”) will require university students involved in field experiences: practicum, internship, or student teaching (herein referred to collectively as field experiences) to complete a background check prior to admission to the program and prior to clinical practice for undergraduate students.

If any background check results indicate felony convictions, misdemeanor convictions designated in [Nebraska Title 92, Chapter 20, Section 004.06D](#), or any other activities that may present a concern, then the Director of Certification and Field Experiences, Program Director, and/or Department Chair will communicate with the Creighton student/applicant to determine whether acceptance will be granted or if continued participation in the course and/or the Education Department program of study will occur.

The following chart will guide the process of background checks:

Undergraduate Programs	Graduate Programs	Certificate Renewal or other Enrollments
Students must complete and successfully pass the background check as indicated in the Background Check Process prior to the start of field experience in EDU 211 and again prior to the start of field experience in EDU 591.	Students must complete and successfully pass the background check as indicated in the Background Check Process as a requirement for admission to the Creighton Education Department Graduate School program.	The background check policy will be given to or discussed with students prior to or at the time of course enrollments. The Director of Certification and Field Experiences will work with Program Director(s), Department Chair, and the Graduate School to determine if a recent background check is required for admission.

* IF THE STUDENT’S PROGRAM EXTENDS BEYOND 30 MONTHS, A NEW BACKGROUND CHECK WILL BE REQUIRED. ANY **MAGIS CATHOLIC TEACHER CORPS** STUDENT ENROLLED IN THE SCHOOL COUNSELING DEGREE OR EDUCATIONAL LEADERSHIP DEGREE WHO **REMAINS** AT THEIR MAGIS PLACEMENT SCHOOL FOR THEIR THIRD YEAR INTERNSHIP DOES NOT NEED TO COMPLETE A SECOND BACKGROUND CHECK PRIOR TO GRADUATION.

* ALL GRADUATE STUDENTS IN **MAGIS CATHOLIC TEACHER CORPS** WILL NEED TO COMPLETE THE NEBRASKA ABUSE REGISTRY, REGARDLESS OF DEGREE PROGRAM.

* 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 THE DIRECTOR OF CERTIFICATION AND FIELD EXPERIENCES.

According to Nebraska Department of Education Title 92 Chapter 20 Section 004.06C Criminal Background Check The institution shall conduct or verify an official criminal background check on candidates prior to admission to an initial teacher education program and again prior to clinical practice.

Timeline to complete and submit the background check to One Source: within 12 months prior to enrollment and/or the start of a course that has a field experience.

ALL Students/Applicants:

The following information will be required to complete your One Source background check:

- **APPLICANT NAME:** Enter First, Middle and Last Name. (Full Legal Name)
 - **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: 12101970 or 12/10/1970**
 - **CURRENT ADDRESS:** Enter complete Current Address.
 - **APPLICANT PHONE NUMBER:** Phone number the applicant can be reached during work hours.
 - **APPLICANT EMAIL ADDRESS:** Email address the applicant can be reached.
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- Go to website:
https://secure.onesourcebackground.com/c/p/unsolicited_portal?guid=SSs3dyz4KSI8naXuwxxxueXi2zqGoFpN
 - Complete the required fields (highlighted in red) found within the **Your Information** section, including adding previous names if applicable and all previous addresses
 - Check the consent box found within the **Review/Sign Forms** section
 - Select **Continue to Next Step – Review/Sign Forms**
 - Select **Continue to Next Step** again
 - Select **Applicant Release**
 - Read through the relevant notices and disclosures and then click within the **signature box** to open a window allowing you to digitally sign the document
 - Sign within the given box and select **Save Signature**
 - Click within the **signature box** again to populate your saved signature
 - Select **Continue to Next Step**
 - The final confirmation page allows you to check on the report as it is being processed. You may return to this page at any point.

After submitting your request, you will be presented with an invoice that will allow you to pay via credit or debit card. Payment will need to be received before the background check is completed. If you do not have a credit card or debit card please contact One Source for alternative payment arrangements. The fee for the service provided by One Source is \$31.

ALL undergraduate education students and graduate students living in and/or completing field experience in Nebraska must also complete the online Nebraska Abuse Registry search. Upon completion of the One Source background check, One Source will send you an email with a link for the NE Central Registry that will take you to the Nebraska Child/Adult Abuse & Neglect Central Registry site where you can begin your state background check.* Please select both the Child and the Adult registry for your search. *An additional processing fee of \$5.00 will be charged for this transaction.*

If you fail to receive an email from One Source, you must still complete the state background check found on <https://ecmp.nebraska.gov/DHHS-CR/> . You will complete a **Self-Check. Once complete, you must then send the results to the education department Director of Certification and Field Experiences.*