

UNK Background Check #1 Information

The Nebraska Department of Education requires all students to have a background check early in their program. Please complete the following in order to be cleared for field experience.

The background check will be conducted by a vendor selected by the University.

Candidates will be responsible for:

- completing the on-line process required to initiate the background check at www.onesourcebackground.com; go to **TOOLS**, choose **STUDENTS**, choose **University of Nebraska-Kearney**, then **YOU MUST choose Background Check / College of Education #1!** The direct link is <https://www08.8f7.com/4DACTION/WebAppOrderEntryOneSource/UNK3484>.
- paying the \$27.82 (subject to change) background check fee. Payments will be made directly to the vendor via PayPal with a debit or credit card (One Source requirement).

To complete the background check process, candidates will be asked to access the vendor's website where they will provide information regarding current/previous addresses (for the past 7 years), social security number, birth date, previous names/aliases, driver's license number, telephone number and email address. This data will be electronically stored in a secured server maintained by the vendor.

The vendor contracted to conduct the UNK background checks is *One Source – The Background Check Company*. Many Nebraska school districts and teacher preparation institutions also use this vendor to conduct background checks on prospective employees and students.

One Source will be conducting a background check that is similar to those used by K-12 school districts and many non-profit organizations. The background check includes:

- Social Security Number (SSN) Verification:
This search verifies all previous addresses and aliases used by the applicant for the past seven years based on that applicant's SSN.
- Child Abuse Registry Search:
This name-based search lists individuals whose names appear on the Health and Human Services (HHS) Child Abuse Registry for the State of Nebraska.
- County-Based Criminal History Search (statewide if available):
A name-based search in all counties including all legal names found in the counties in which those names were used.
- Sex Offender Registry Check:
A search of the sex offender databases for all 50 states and the District of Columbia based on current legal name.
- Nationwide Alert:
A current legal name-based search, supported by SSN, of local municipalities, counties and state facilities for criminal conviction records dating back as far as 1950.
- Global Report Search:
This search includes the following U.S. and foreign sanctions and watch lists, additional sanctions and watch lists will be added as they are released. These lists currently include:
 1. OFAC Specially Designated Nationals (SDN) & Blocked Persons
 2. OFAC Sanctioned Countries, including Major Cities and Ports
 3. Non-Cooperative Countries and Territories***
 4. Department of State Trade Control (DTC) Debarred Parties
 5. U.S. Bureau of Industry & Security (Formerly BXA)
 - a. Unverified Entities List
 - b. Denied Entities List
 - c. Denied Persons List
 6. FBI Most Wanted Terrorists & Seeking Information
 7. FBI Ten Most Wanted
 8. INTERPOL Most Wanted List
 9. Bank of England Sanctions List

10. OSFI- Canadian Sanctions List
11. United Nations Consolidated Sanctions List
12. Politically Exposed Persons List
13. European Union Terrorism List
14. World Bank Ineligible Firms

Once the database searches are completed, the vendor will forward each student's background check report to the College of Education. To ensure the safety and confidentiality of all teacher candidates, the reports will be maintained in a secure manner by the College of Education.

The College of Education will not share background check results with parties outside the University of Nebraska or the Nebraska Department of Education. At the time it is determined a report is no longer needed, it will be destroyed following University of Nebraska guidelines.

The Certification Officer will screen background check reports. It is possible that during this process, the College of Education may discover information that would make a candidate ineligible to participate in Field Experiences.

The UNK College of Education screening criteria is determined by the standards set by the Nebraska Department of Education in Rule #20 and #21 and is outlined below.

Teacher candidates who have an offense which would preclude them from receiving a Nebraska Teaching Certificate will be:

- contacted immediately by the UNK Certification Officer.
- asked to meet with the Certification Office and/or staff to discuss the background report.
- allowed to review the report.
- asked to withdraw from their field experience course.
- given information on appeals process.

Students who have an offense which would not preclude them from receiving a Nebraska Teaching Certificate but had not previously been reported to the College of Education via the Rule #20 and #21 self-disclosure form will be referred to the College of Education's Certification Officer for consultation.



COLLEGE OF EDUCATION

Jenny Jansky
 Certification Officer
 Assistant Director
 Educator Certification Office

COE Building C128 (308) 865-8264
 Kearney, NE 68849-5535 FAX (308) 865-8854
 janskyjl@unk.edu unk.edu/certification



COLLEGE OF EDUCATION

Sarah Bartling
 Office Associate
 Department of Teacher Education

COE Building B117 (308) 865-8513
 1615 West 24th Street FAX (308) 865-8097
 Kearney, NE 68849-5540 bartlingseg@unk.edu
 unk.edu/academics/ted