UNK Student Teaching/Clinical Practice Background Check Information

UNK teacher candidates are required by the State Department of Education to complete a background check process prior to student teaching, regardless of employment or previous background checks. The purpose of this check is to evaluate the background of teacher candidates with respect to their ability to complete a student teaching experience. **Late applications and/or late background checks will not be accepted.**

The background check will be conducted:
- by a vendor selected by the university.
- as part of the student teaching application process. Applicants who do not complete the UNK student teaching background check process prior to the established student teaching application deadline will not be eligible for student teaching.

Candidates will be responsible for:
- completing the on-line process required to initiate the background check at: https://www08.8f7.com/4DACTION/WebAppOrderEntryOneSource/UNK2255
- paying the $27.82 background check fee. Payments will be made directly to the vendor.

To complete the background check process, candidates will be asked to access the vendor’s website where they will provide information regarding current address, social security number, birth date, phone number, email address, driver’s license number, and NU ID number (under Department). This data will be electronically stored in a secured server maintained by the vendor.

After completing the information, the candidate will be asked to click on “Sign General Release.” Select the box in blue that states “click to e-sign”. The candidate is then directed back to the previous screen where he/she will select “I agree” at the bottom and then click on “Enter Order.” At this point, the candidate’s credit card information will be requested.

Approximately two months prior to the start of the student teaching/clinical practice, the Director of Field Experiences will request the vendor to conduct or “run” the background check. The vendor will then use the data the student teacher has provided to conduct a variety of database searches.

The vendor contracted to conduct the UNK student teaching 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 student teachers.

Once the database searches are completed, the vendor will forward each student teacher’s background check report to the UNK College of Education’s Director of Field Experiences. 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 Director of Field Experiences will screen all background check reports. It is possible that during this process, the College of Education may discover information that would make a candidate ineligible to student teach.

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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 by the UNK Certification Officer.
- asked to meet with UNK Certification Officer to discuss the background report and appeals process;
- withdrawn from their student teaching placement.

In such incidences, districts/organizations where placement may have previously been arranged will be informed that the teacher candidate did not meet the UNK requirements for student teaching.
Teacher candidates who have an offense which **would not preclude** them from receiving a Nebraska Teaching Certificate, but have not reported it to the College of Education must provide an updated Personal Professional Fitness Form and a Criminal Charges Self-Reporting Form to the Educator Certification Office.

**Deadline for completing the online process as directed on the OneSource website is:**
- First Tuesday in September for spring semester student teaching
- First Tuesday in February for fall semester student teaching

The Educator Certification Office will check to see that the process has been completed when the student teaching application is approved. If it has not been completed, the student will be notified that his/her application is not approved and given the reason.

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