

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).

ALL STUDENTS:

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

- **APPLICANT NAME:** Enter First, Middle and Last Name. (Full Legal Name)
- **CURRENT ADDRESS:** Enter complete Current Address.
- **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**
- **APPLICANT PHONE NUMBER:** Phone number the applicant can be reached at between 8 am and 5 pm.
- **APPLICANT EMAIL ADDRESS:** Email address the applicant can be reached at between 8 am and 5 pm.
- **DRIVERS LICENSE and ISSUING STATE:** Enter a drivers license number and issuing state.
- **DEPARTMENT/POSITION:** DO NOT enter information in this field.

- 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 the form.

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 \$29.43.

To be completed by Teacher Prep students, and those instructed to do so by their Program Director:

In addition to the One Source background check procedure listed above, you 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.

Beginning on June 19, 2018, 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 http://dhhs.ne.gov/children_family_services/CentralRegistry/Pages/Applicant.aspx Once this is complete, you must then send the results to the education department Administrative Assistant or Director of Field Experiences.*

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.

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:

Undergraduate Initial Certification	Graduate Initial Certification	Graduate Advanced Programs	Certificate Renewal or other Enrollments
Background check policy will be given to students prior to or during EDU 170.	Background check policy will be given to students as part of the Master of Education program packet of directions and forms.	Background check policy will be given to students as part of the Master of Science program packet of directions and forms.	Background check policy will be given to students prior to or at the time of the discussion of course enrollments.
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 211.	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 510 or 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.	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 that requires a field experience.
<p>* An additional background check will be required every 30 months.</p> <p>* IF A GRADUATE PROGRAM EXTENDS BEYOND 30 MONTHS, A NEW BACKGROUND CHECK WILL BE REQUIRED.</p> <p>* 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 internship), unless the most recent previous background check occurred within 9 months of the start of the final culminating experience.</p> <p>* Prior to clinical practice or internships, graduate students will verify in writing there has been no change to their initial background check.</p> <p>* 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.</p>			

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.