**Background Check Process for UI College of Education**

**Purpose:** It is essential that all students who will have any contact with the public, especially minors, pass a criminal background check. The State of Idaho requires a fingerprint background check. The University of Idaho also requires an online background check from Certifiedbackground.com. In combination, these two checks have proven the best way to find all the offenses on record for a student.

**Who:** All students who have signed up to take any EDCI class from the University of Idaho must complete the online background check. Any student who wishes to complete any EDCI class above EDCI 301 must be admitted into the program and must complete the fingerprint background check.

**When:** All students taking EDCI 201 or their first UI EDCI class, regardless of course number, must complete the online background check within the first two weeks of class, preferably before class starts when possible. Transfer students who have the equivalent class from another institution must also complete the online background check as soon as they register for classes.

**Where:**  The online background check may be completed at [www.certifiedbackground.com](http://www.certifiedbackground.com) using code nr65. This code will send the results to the College of Education, University of Idaho specifically. The fingerprint check for admission into the program and EDCI 302 requires the completion of several forms and fingerprinting. Details can be obtained at the student services office in Moscow, or the main desk at UI-CDA.

**Other checks:** While it is far better for a student to complete the two background checks through our offices, occasionally, a student will have just completed one for another purpose. If that occurs, hard evidence must be presented. We need to see the official form, an email from another office will not suffice. The other check must be from certifiedbackground.com or from the state of Idaho (fingerprints). Again, students will need to provide both forms of background checks.

**Hits:** If either type of background check results in a “hit” (evidence of a past infraction) the detailed information will be presented to the Director of Student Services who will review it and present it to the Associate Dean of the College of Education. The Associate Dean may ask the student for more information and allow continuation in the program or not depending on the circumstances. It does not matter if the person was actually convicted of the crime or not. If it appears on the record, it is up for review. Infractions included, but are not limited to the following: any felony, or an attempt or conspiracy to commit a felony; a misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone, or fraud against a vulnerable adult; or a state or federal crime that is substantially similar to such a misdemeanor. The following factors are taken into consideration when defining the Background Check Policy:

* Client safety
* Student safety
* Public safety
* Job responsibilities
* Professional responsibilities

**Costs:** At this time the certified background check costs $42. The Fingerprint check costs $46 ($40 to the State Department of Ed and $6 to the office that takes the prints.)

**Time:** Fingerprints are considered valid for three years unless knowledge of an offense becomes known. All students who are proceeding to student teaching must have a valid/cleared fingerprint record on file at the state department.