

## SELF-REPORTING LETTER – GUIDELINES

Prior to initial placement in schools and other appropriate locations, all candidates must undergo a state criminal history background check. Prior to receiving an initial Iowa teaching license, all candidates must undergo a national criminal history background check. A signed waiver for the background check and self-reporting is required. A subcommittee of the UNI Teacher Education Executive Program, the Teacher Candidate Professional Review Committee, will review all self-reporting letters to determine if the student should continue in the program.

When reviewing background check concerns, Teacher Candidate Professional Review Committee members use the parameters used by the Iowa Board of Education Examiners, chapter 25, section 282-25.3(272). They consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation that has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and
6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.

An application for admission to the Teacher Education Program or an application for a license will be considered fraudulent, and may be denied or revoked, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application. See the Administrative Code of Iowa, Chapter 25-Code of Professional Conduct and Ethics, Standard III “misrepresentation, falsification of information.”

**NOTE:** Deferred judgments must be reported!

The **self-reporting letter** needs to be a typed formal/professional letter directed to the Teacher Candidate Professional Review Committee and submitted to the Office of Teacher Education.

It needs to include:

- A statement of the exact charge (i.e. misdemeanor, felony & degree 1st, 2nd, etc.)
- Date of occurrence (at least month & year)
- Judgment/disposition (i.e. guilty, not guilty, probation, payment of restitution, etc.)
- Timeline of restitution if applicable
- If a counseling evaluation was recommended, attach a copy of the results of the evaluation. If treatment was part of restitution, provide documentation of the treatment and your current status
- Make your case: Why should you continue in the Teacher Education Program? Why should you be recommended for licensure?
- Include your addresses (university and permanent) and a daytime telephone number

**Please read:** When the student is enrolled in any field experience or anticipates commencing a field experience within 30 days, any criminal misconduct charge a student receives after the background check is completed must be reported immediately to the Office of Teacher Education. When the student is not enrolled in any field experience, the charge must be reported as soon as possible but no later than five working days after the incident. Failure to do so may result in the discharge of the student from Teacher Education. The faculty coordinator and the content major department chair will be notified. A committee will meet to review the self-reporting letter and make a decision on the student's progress.

**NOTE:** The University of Northern Iowa's recommendation for licensure does not guarantee that the Board of Educational Examiners will issue you an Iowa teaching license.