

UNI Teacher Education – Background Check Procedures

July, 2017

Background Checks

Students who are pursuing an initial teaching license are required to complete background checks before any field experience and before student teaching. The Teacher Education Program at the University of Northern Iowa maintains high standards for future teachers and takes all reasonable effort to guard the safety and protection of children in our birth-12th grade partner schools. Please note that there are criminal misconduct charges that will prevent progress through the decision points of the program and will delay or prevent licensure.

Field Experience background checks

Students must complete the Single Contact Repository (SING) background check before they participate in any field experience or practicum. For all students EXCEPT Early Childhood majors, the SING is a onetime requirement that, paired with self-reporting of subsequent criminal charges, will cover students through the program until the national fingerprint-based FBI background check the state Board of Educational Examiners requires prior to licensure.

To initiate the Iowa background check, do the following:

- Review the **UNI Teacher Education Program Student Self-Reporting of Alleged Criminal Misconduct Policy (.doc)**
- Submit the **Request for Release of Child Abuse Information, Request for Dependent Adult Abuse Registry information, and the DHS Criminal History Record Check (Form B) (.doc)**
- Submit \$15.00 cash, check, or money order payable to the University of Northern Iowa to the Office of Teacher Education in Schindler 152.

Exceptions

* Coaching or substitute authorization: If you are NOT an Early Childhood Education major and have a current (not expired) coaching or substitute authorization, you should have a copy of your coaching or substitute authorization available to show to your field experience teachers. You will not have to complete the SING background check.

FAQs

If the charges were dropped, do I still need to report?

Yes. If you don't report and it appears in the check, it could be considered fraud.

Do I need to report incidents that happened when I was a minor (under age of 18)?

Yes, please report all charges regardless of your age at the time of the incident.

Do car accidents count?

Yes, if you received a ticket for the charge then you have to report it (for example, failure to maintain control of your vehicle or seatbelt-related charge)

Do I need to report a parking or speeding ticket? No.

If I did a background check for a daycare/preschool that I work at, do I have to do another one for UNI?

At this time, yes. We are unable to share results with other locations or to receive results provided to others.

I am a transfer student who completed my first field experience with a background check prior to coming to UNI. Do I need to do another background check?

At this time, yes. We are unable to share results with other locations or to receive results provided to others.

If I have a current coaching/substitute authorization, do I need to do a background check for UNI?

No, please have a copy for your field experience teachers.

Viewing background check history

To see your background check certificate, do the following:

- 1) Go to the UNI Homepage and sign in to MyUniverse
- 2) My Page Tab
- 3) Scroll down to the Teacher Education box
- 4) Click on the Certificate Viewer

National background check

Student teaching/licensure background check: Fingerprinting and a national FBI background check is conducted by the BOEE on campus the semester before student teaching.

Subsequent charges: self-reporting

Any criminal misconduct charge a student receives after the SING background check is completed must be reported. Failure to do so may result in the discharge of the student from the teacher education program:

When the student is enrolled in any clinical experience or anticipates commencing a clinical 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. To self-report a charge, students must complete the Self Reporting Letter (see attached document).

The Coordinator of Secondary Teacher Education or the Coordinator of Elementary Teacher Education will be notified. The Teacher Candidate Professional Review Committee, an ad-hoc committee of the appropriate Teacher Education Senate, will meet to review the form and make a decision on the student's progress/continuation in the Teacher Education Program.

Further Review: The student, adviser, Teacher Education coordinator, and department head will be notified of the decision in cases where further review is required or termination is recommended.

Appeal: If the student wishes to appeal the decision of the committee, then the student is asked to follow the appeals procedure outlined at <https://teachered.uni.edu/appeal>