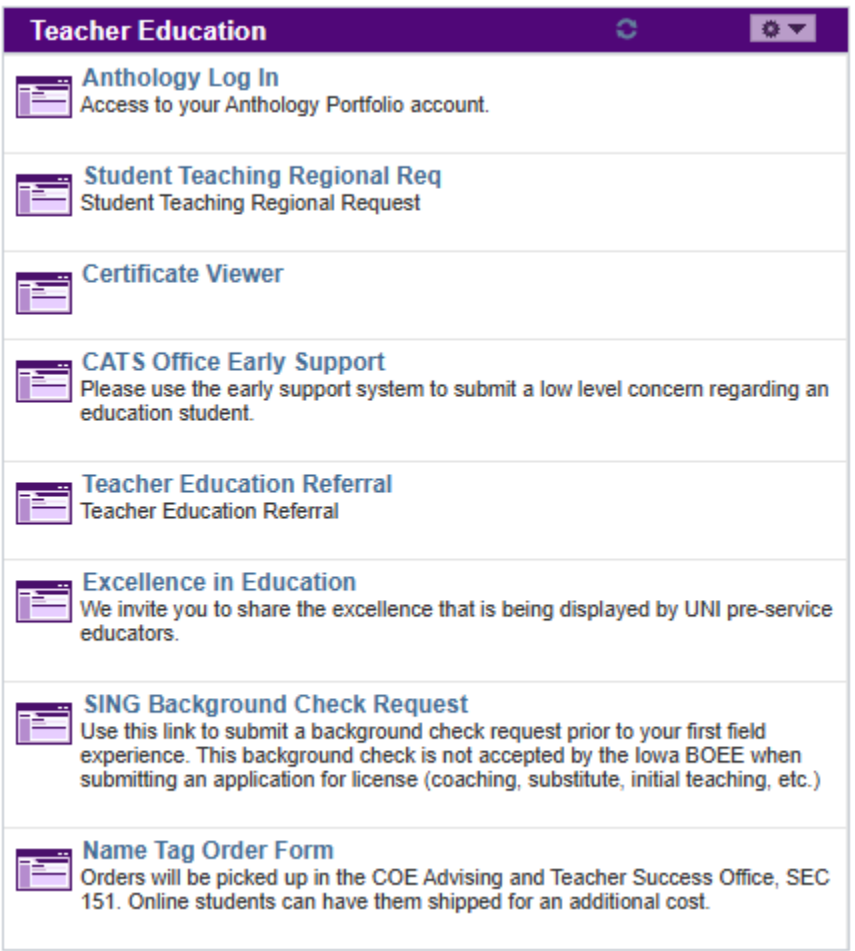
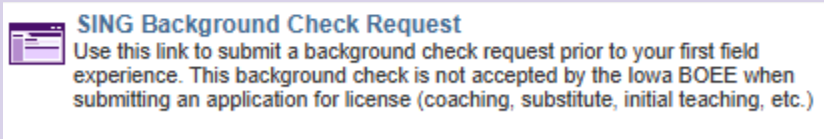


Step	Action
1.	<p>Log into MyUniverse (using CAT ID). Scroll down the homepage until you come across the teacher education portal:</p> 

2.

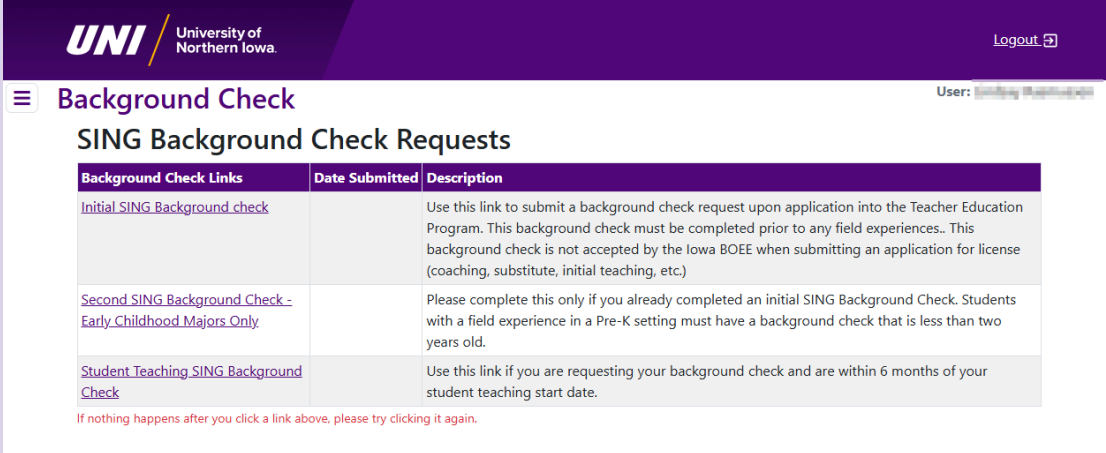
Select the SING Background Check Request module:



**SING Background Check Request**  
Use this link to submit a background check request prior to your first field experience. This background check is not accepted by the Iowa BOEE when submitting an application for license (coaching, substitute, initial teaching, etc.)

3.

At this point, you will have either two or three options to choose from. Choose whichever SING Background check is applicable and click on it.



UNI University of Northern Iowa. Logout

Background Check

### SING Background Check Requests

Background Check Links	Date Submitted	Description
<a href="#">Initial SING Background check</a>		Use this link to submit a background check request upon application into the Teacher Education Program. This background check must be completed prior to any field experiences. This background check is not accepted by the Iowa BOEE when submitting an application for license (coaching, substitute, initial teaching, etc.)
<a href="#">Second SING Background Check - Early Childhood Majors Only</a>		Please complete this only if you already completed an initial SING Background Check. Students with a field experience in a Pre-K setting must have a background check that is less than two years old.
<a href="#">Student Teaching SING Background Check</a>		Use this link if you are requesting your background check and are within 6 months of your student teaching start date.

If nothing happens after you click a link above, please try clicking it again.

**Option A:** The initial SING Background check, you will choose this option if this is your first time doing a background check with UNI.

This is the background check you will complete for TEACHING 2020 or your first field (classroom) experience. We cannot accept any other background check for class and the BOEE will not accept this for any licensure (coaching, substitute, initial licensure, etc.)

**Option B (potentially):** The second SING background check will only appear if you are an early childhood major or minor. For these students and only these students, your initial background check will expire after two years. At that point, you will need to have a second SING completed before you can participate in a field experience.

**Option C:** Student Teaching SING background check, this is the final background check you will have done with UNI. **This will need to be**

**completed within 6 months of your student teaching start date.**

**Please note: Student teaching and field experience are not the same.** Student teaching is typically done your final semester at UNI.

**4.**

Complete the background check request:

1. Enter your UID number
2. Verify your name, date of birth, and legal sex
3. Complete Address Information
4. If applicable, list maiden name, married names, and any alias
5. Read the Authorization for Child and Adult Dependent Abuse Registry Check and click 'I agree'
6. Read the Authorization for Criminal History Record Check and click 'I agree'
7. Read the Authorization for Sex Offender Registry Check and click 'I agree'
8. Click "Next' to enter payment information

Candidates begin their first field experience at UNI. Your consent on the following items are required for us to run the SIVU background check for you.

**My Information**

UNI ID	First Name	Middle Name	Last Name	Date of Birth	Legal Sex
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Street Address\*

Country\* City\* State/Province/Territory\* Zip Code\*

List maiden name, previous married names, and any alias

**Authorization for Release of Child and Dependent Adult Abuse Information**

**Release Authorization:** By submitting this form, I understand that it authorizes the University of Northern Iowa to verify whether I am named on the Child Abuse or Dependent Adult Abuse Registry as having abused a child ([Iowa Code section 235A.15](#)) or dependent adult ([Iowa Code section 235B.6](#)). To the best of my knowledge, the information provided above is correct.

I agree\*

**Authorization for Criminal History Record Check**

**Release Authorization:** By submitting this form, I hereby give permission for the University of Northern Iowa to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by DCI may be released as allowed by law. I understand this can include information concerning completed deferred judgements and arrests without dispositions.

I agree\*

**Authorization for Sex Offender Record Check**

**Release Authorization:** By submitting this form, I hereby give permission for the University of Northern Iowa to conduct an Iowa sex offender registry check with the Division of Criminal Investigation (DCI). Any sex offender history data concerning me that is maintained by DCI may be released as allowed by law. I understand this can include information concerning completed deferred judgements and arrests without dispositions.

I agree\*

#1 and #2 →

#3 and #4 →

#5 →

#6 →

#7 →

5.

Fill out payment information: Complete all required fields and click 'Submit Payment' to process the credit card payment for the background check.

*The most common cause for credit card decline is a mismatched zip code, meaning that you are entering a zip code that does not match what your bank has on file. Please either use the zip code that your bank has on file or update your bank account.*

If you are not able pay with a credit card, then you will need to bring cash (**exact change only**) or a check for \$15 to the CATS office (SEC 151)

**Please note:** The CATS office strives to process paid background check requests **within 2-3 business days** of payment. Once the background check has been cleared, a Certificate of Completion will be posted in your certificate viewer on MyUNiverse. The CATS office will **not** email you that this has been done.

To view your certificate, click on Certificate Viewer in the Teacher Education tab on MyUNiverse:



**If you have any questions, please contact the College of Education Advising and Teacher Education Success (CATS) office at 319-273-2265 or [teachereducation@uni.edu](mailto:teachereducation@uni.edu).**