



SCHOOL OF EDUCATION BACKGROUND CHECKS

Beginning in the fall semester, 2007, the School of Education (SOE) will be requiring a fingerprint-based Illinois State Police criminal background check based on the Uniform Conviction Information Act (UCIA) for all candidates in certificate programs. This one-time background check should be delivered by the Candidate to SOE in a **sealed, unopened envelope** and will be valid for admittance to the School of Education Clinical Experiences, Student Teaching, Practicum, and Internships. **Candidates who do not successfully pass the criminal background check will not be allowed to participate in any clinical experiences and/or a hold on the next semester's registration.** (If a candidate is uncomfortable submitting the results of a background check, he or she may opt to open the envelope **in the presence** of a SOE official.) Individual results will not be shared with placement sites.

Background checks are to be submitted as follows:

- Undergraduates with the Application for Admission to Teacher Education
- MED Elementary prior to the fall internship
- MED Secondary during first clinical class
- EDS and PHD School Psychology during first clinical class CIEP 462
- MED and Cert-Only School Counseling during CPSY 421
- Prior to the Second Semester of classes;

MED School Technology, Reading, and Special Education

MED/Ed.D/Type 75 Administration and Supervision and Instructional Leadership

(Note: This background check is not required with documentation of current employment in a public/private school district indicating completion of a fingerprint criminal background.)

The School of Education contracts with Art's Investigations for a special price of \$31.00 for LUC candidates. Please submit the attached Fingerprint Application Form to any Art's Investigation location to receive this discounted price.

Art's Investigations is the largest fingerprinting services company in Illinois (approaching 40 locations in the State) and was recently selected to receive the Master Fingerprinting Contract for the State of Illinois. Directions and schedules for any of Art's Investigations fingerprinting sites can be found on their website, at:

www.artsinvestigations.com

For questions please contact Dr. Pierce-Ritter, Associate Dean, Student Academic Services, jpierce@luc.edu.

School Code: 105 ILCS 5/21-23, 10-21.9 at [ww.ilga.gov](http://www.ilga.gov):

Individuals seeking a teaching, school service personnel, or administrative certificate in the state of Illinois are hereby advised that certain convictions may prohibit certification and/or employment in Illinois public schools. It is the responsibility of the candidate to examine school code requirements regarding certification and employment.

Candidates are hereby advised to disclose any prior convictions on the felony questionnaires and the certification application. Failure to do so may result in non-issuance or revocation of a certificate in the state of Illinois. Individuals are advised to seek legal counsel concerning all convictions whereby certification and/or employment may be prohibited in Illinois public schools.