

## Criminal Background Check Requirement

Appalachian State University, in response to the need of school systems for criminal background knowledge of those persons who work with children, has instituted a criminal background check system through Certiphi.com. All teacher candidates who enter the public schools must undergo this process. The Assistant Dean of the Reich College of Education has access to student documents and will discuss results with students as appropriate. Information from these background checks is treated with the highest degree of confidentiality and used solely for the purpose of acquiring an appropriate student teaching placement for the Teacher Candidate.

A current Criminal Background Check must be on file before entering into any field experience.

Criminal Background Checks expire six months after the report is completed.

The procedures for this requirement are as follows:

Teacher Candidates complete the Criminal Background Consent and Release Form.

The Program Specialist in the Office of Field Experiences sends information to Certiphi.com.

Certiphi.com sends an email message to the Candidate's ASU email account requesting further information.

The Candidate responds to the email message, completing the requested information.

Within 72 hours a report is sent to the Assistant Dean in the Office of Field Experiences and to the Teacher Candidate.

If the background check is not clear, the Teacher Candidate writes an electronic statement used by the Assistant Dean in seeking a placement. The Teacher Candidate e-mails the statement as an attachment to the Assistant Dean. The Teacher Candidate includes the following phrase on the statement: ***"I give the Office of Field Experiences permission to e-mail this statement to the human resource directors of prospective field-placement districts/counties."***

While the Assistant Dean in the Office of Field Experiences will make every effort to obtain a placement, she cannot guarantee that a placement can be obtained for those with questionable backgrounds. If, after three attempts, the Teacher Candidate is not accepted for a placement in any field-based course, the student will need to withdraw from the program.

See directions and the consent form following.

*Appalachian State University  
Criminal Background Check  
Completion Directions*

***\*\*KEEP THIS PAGE FOR YOUR REFERENCE\*\****

***\*\*ENTER ALL INFORMATION ON CONSENT FORM CORRECTLY AND LEGIBLY\*\****

***Part I: Authorization/Consent***

Enter ALL information requested on the consent form beginning with the line asking for your date of birth

Sign the form using your full legal name (next to last line).

PRINT your full legal name on the last line.

Bring or mail completed form to Jean Edwards, College of Education Building, 404D

***Part II: Completion of the Criminal Background through Certiphi.com***

You should receive an email message from Certiphi.com/APPLICATIONSTATION. You will be asked to log into Certiphi's Application Station-Student Edition to complete the online portion of the background check (*see NOTE at bottom of page*).

Your browser link will be <http://www.applicationstation.com>

Enter the code: APPSTATEEDUCATION in the Application Station Code field.

Create an account for yourself by clicking the SIGN UP NOW button.

Follow the instructions on the website to complete your background investigation order.

For technical issues call Certiphi's support desk at 888/291-1369 ext. 2006.

You and the Reich College of Education will receive results within 72 hours. *You should print a copy of the report for your records.*

***Part III: If you have a criminal background.....***

If you have a criminal background, you may be asked to write an explanation of the charge(s) by Dr. Robin Groce, Assistant Dean of the Reich College of Education. Please send your explanation by email as an attached document to [edwardsjk@appstate.edu](mailto:edwardsjk@appstate.edu). You may also deliver your explanation in a sealed envelope to Ms. Jean Edwards, program specialist for background checks. Ms. Edwards' office is located in College of Education Building 404D.

***NOTE:*** If you have completed and **turned in the consent form to this office** and you do not receive an email from Certiphi.com 24 hours after doing so, use the directions in Part II beginning with browser link to complete the background check.