TEACHER EDUCATION AT PURDUE

CRIMINAL BACKGROUND CHECK POLICY
(approved by the Teacher Education Council, April 28, 2011)
Effective fall 2011

Students enrolled in any professional education course, either before or after admission to a Teacher Education Program, are required to undergo a criminal background check prior to beginning any field experience, student teaching placement, or internship. The College of Education has partnered with CertifiedBackground.com to provide students with this service. Students are financially responsible for fulfilling these criminal background check requirements.

Each student who participates in a professional education course-related field experience, student teaching, or internship experience must have a current, valid criminal background check on file with CertifiedBackground.com. A completed criminal background check is valid for one year, after which time it must be renewed.

The results are posted to a secure website by CertifiedBackground.com. Each student can access his/her own personal information; authorized persons in Teacher Education at Purdue will also have access to the results.

If a student has a criminal history, the student will need to consult an Office of Field Experiences administrative staff member for assistance in providing additional documentation, such as a letter to the principal of the placement school, requesting consideration. Some schools will not allow anyone with a criminal offense or arrest (other than a traffic ticket) to work in their buildings, and some may require additional criminal background checks. OFE staff will do its best to assist the student; however, disruptions or delays in the student’s program completion may occur due to the placement decisions of schools.

Any student with a verified felony conviction for any offense listed under Indiana Code 20-28-5-8 will be dismissed from the Teacher Education Program immediately.

Any student with any other verified felony conviction or a verified misdemeanor conviction that might be detrimental to his/her ability to obtain licensure or employment as an educator may appeal to the Teacher Education Council Special Cases Committee for review and counsel.
To obtain the required nationwide sex and violent offender check and multi-county criminal check for student teaching, internship, or field experience:

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on “Students.”
2. In the Package Code box, enter package code: PU12 or PU12R if this is an annual recheck.
3. Select a method of payment: Visa, MasterCard or money order. (The initial check will cost $30.00, and a re-check is $25.)

Once the order is submitted, the student will receive a password via email to view and print the results of the background check. Although 95% of background check results are completed within 3-5 business days, some results may take longer. To see the order status, return to CertifiedBackground.com with the password. The order will show as “In Process” until it has been completed in its entirety. Authorized persons in Teacher Education at Purdue may also securely view student results online.

Criminal Background Check procedures continue to evolve for the state and school systems. Educators should expect to be required to purchase criminal history checks for employment and throughout their teaching careers. Criminal records may have an adverse effect on an individual’s ability to obtain and continue employment in schools. In addition, the state may hold a hearing to permanently revoke the license of individuals who have specific convictions—see Indiana Code 20-28-5-8.

If a student has a criminal record, it is essential that the student contact the Office of Field Experiences administrative staff to discuss how to manage potential consequences for field, student teaching, and/or internship placement.