

## CRIMINAL BACKGROUND CHECK POLICY

Approved by the Teacher Education Council, April 28, 2011, effective fall 2011.

Revision approved September 9, 2013, effective January 1, 2014.

Revision approved October 30, 2017, effective immediately.

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 an online vendor to provide students with this service. Students are financially responsible for fulfilling these criminal background check requirements.\*+

A completed criminal background check is valid for one year; upon expiration, the Teacher Education student must renew his/her criminal background check, regardless of whether he/she is enrolled in a course with a related field experience. Every Teacher Education student must have a valid, current criminal background check on file with the Office of Clinical Practice (OCP) throughout his/her enrollment in a Teacher Education Program.

The results are posted to a secure website. 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 OCP administrative staff member for assistance in providing additional documentation, such as a letter to the principal of the placement school, requesting consideration. Some school corporations 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. OCP 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.

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 OCP administrative staff to discuss how to manage potential consequences for field, student teaching, and/or internship placement.

\*An Advanced Student in Education who is completing a field experience in a school corporation in which he/she is employed may satisfy the Criminal Background Check requirement by submitting a completed [Criminal Background Check Verification Form](#) to the Office of Clinical Practice. However, the placement school corporation may request an additional background check at any time.

+Students enrolled in the Early Childhood Education program are not subject to this policy. Early Childhood Education students must, however, comply with the [state-mandated policy regarding fingerprinting and national criminal history checks](#). (Approved by the TEC on April 30, 2014). However, the placement school corporation may request an additional background check at any time.