

Background Check Paperwork and Fingerprint and Background Check Instructions

A fingerprint-based background check is required for TEP admissions, Student Teaching, and the Accelerated Graduate Program for Teacher Licensure. All background check materials are kept strictly confidential according to the Montana Department of Justice policy and are handled by the Office of Clinical Experiences. The background check process consists of two parts.

1. Signed Paperwork for PJWCOE

First 4 pages (3 separate forms) must be printed off, initialed and signed as indicated, then submitted directly to the College of Education. To submit, you may either:

A. Drop the documents by the Teacher Education Services suite on the 2nd floor of the Education Building in a sealed envelope addressed to the Office of Clinical Experiences or

B. Mail the documents to:

UM PJW College of Education
Office of Clinical Experiences
32 Campus Drive
Missoula, MT 59812

Please note – This is the only paperwork submitted to the College of Education for the background check.

2. Fingerprint-based Background Check Instructions to MT DOJ

Applicants must complete a fingerprint-based background check. Please follow the instructions on the last page of this packet describing how to obtain prints and where to mail in the fingerprint card and payment.

Please note - The fingerprint card and payment are submitted ONLY to the Montana Department of Justice, not the College of Education.



**University of Montana Teacher Education Program Application
Criminal Background Check Authorization**

Because I am seeking admission to the Teacher Education Program through the Phyllis J. Washington College of Education at the University of Montana-Missoula, I hereby purposely and voluntarily agree to give the University of Montana (UM), its employees and any school district where I might be placed for a clinical experience, the right to request a fingerprint-based background check regarding any criminal record in connection with my placement for any clinical experiences.

I hereby authorize UM, its employees, or any school district where I could be placed for a clinical experience to request and receive any public criminal record information that may be in the files of any state or local criminal justice agency. In addition, I hereby authorize the University of Montana and its employees the right to share the information received with any school district where I may be placed.

I understand that the costs of the fingerprint-based background check(s) are mine alone and that failure to complete a satisfactory criminal background check may disqualify me from receiving a clinical placement required for me to complete the Teacher Education Program at the University of Montana.

Printed Name

Student ID Number

Street or P.O. Box

Phone Number

City

State

Signature

Date

University of Montana Teacher Education Program

Initial Background Screening Form

Name: _____
(Last) (First) (Middle)

Student ID Number: _____

Montana law gives the Board of Public Education the authority to issue a letter of reprimand, suspend, revoke, or deny teaching licensure. See Montana Code Annotated (MCA) Section [20-4-110](#). The Montana Office of Public Instruction will review all applications for licensure, including an examination of the candidate's criminal history. Acceptance into and completion of the Teacher Education Program does not guarantee eligibility for teacher licensure by the State of Montana.

Policy states that all teacher education candidates must complete a fingerprint-based national background check prior to placement in any clinical experience. Pursuant to University of Montana policy, a criminal record does not necessarily prevent a candidate from beginning or succeeding in the program. However, it may complicate clinical placement opportunities that could interfere with a candidate's ability to meet requirements for program completion.

*Review the following statements. **Initial each statement** to indicate your understanding.*

_____ I acknowledge that I have read the Background Check Admission and Clinical Experience Procedures as found in the Teacher Education Program Handbook.

_____ I acknowledge that I have read and understand the Professional Behavior Expectations for candidates in the Teacher Education Program Handbook.

_____ I understand that the Director of Clinical Experiences reviews background check results and may contact me to discuss circumstances and potential implications of criminal convictions that appear on my record pursuant to MCA Section 20-4-110 and University of Montana policy.

_____ I understand that background check results may be shared with P-12 administrators for clinical placement purposes. School administrators have final authority and a criminal conviction record may delay or prevent clinical placements that are required for completion of the Teacher Education Program.

_____ I acknowledge that I have read and understand the text of MCA Section [20-4-110](#).

_____ I understand that while enrolled in the Teacher Education Program, I am required to immediately disclose any occurrence of the following to the Director of Clinical Experiences:

- charges or convictions other than a minor traffic violation;
- arrest, indictment or conviction of felony charges.

Failure to notify the Director immediately may result in delay of program completion or removal from the program.

_____ I understand that any charges other than a minor traffic violation may result in removal from a clinical experience or student teaching assignment until the matter is resolved. If convicted of a felony, my enrollment status will be reviewed pursuant to Montana Board of Regents of Higher Education Policy and University of Montana policy.

I understand the information and requirements presented.

Applicant Signature: _____ Date: _____

**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993
AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

(This document consists of two pages)

To Teacher Education Program Applicant:

Federal law requires the use of this document. Please complete the following and place in a sealed envelope with your name and student ID#. This confidential form will be kept separate from your TEP application.

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to the University of Montana's Teacher Education Program for the position of a pre-service teacher for clinical experiences or a teacher candidate for student teaching.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer, (b) by which you are employed or serve as a volunteer, or (c) which requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. These fingerprints will be used to conduct a search of FBI criminal history records. The entity conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If agency policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the entity policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: DOJ-NCPA/VCA20120611

FINGERPRINT and CRIMINAL BACKGROUND CHECK INSTRUCTIONS

1. Complete a **Fingerprint Card**. A card can be obtained and completed at *any* local police or sheriff's office. Fingerprints must be clear. Smudged or unclear prints will be rejected.

Complete the following sections on the card as instructed below.

Employer and Address: Licensure
University of Montana
School of Education
32 Campus Drive
Missoula MT 59812-6336

Reason Fingerprinted: NCPA-VCA
Teacher Preparation

ORI: MT025025Y
DOJ-DCI-ISB
Helena, MT

OCA: MTSC00206

For those in Missoula, open hours are below:

Missoula County Sheriff's Department

(406)258-4810
Missoula County Courthouse
200 W. Broadway
2nd floor annex (south) side
By appointment Tues-Thurs 1-4pm

Cost: \$15 for Live Scan

(\$5 for each additional card)
cash, check, credit or debit card
(extra fee if paying by card)

Missoula Police Department

(406)552-6303
435 Ryman St.
Missoula, MT 59802
By appointment Tues/Wed 11am-4:30pm

Cost: \$15 for Live Scan

Cash, Check, credit or debit card

UM Police Department – They will do this free of charge if officers are available and not out on a call. Please note that this is ink-based card and not a live scan. This will work for TEP purposes but does have a higher probability for readability rejection.

2. Send a **check or money order for \$30.00** payable to the Montana Department of Justice and your completed fingerprint card to the address below. Do not fold the fingerprint card.

The Montana Department of Justice
P.O. Box 201403
Helena, MT 59620-1403

The Montana Department of Justice will forward their report to the College of Education. Allow at least 14 days for processing.

3. Keep your receipt from the fingerprint card for at least 60 days in the event your fingerprints are rejected. The Office of Clinical Experiences will notify you if your prints have been rejected.