

Criminal History Background Checks

1. It is the responsibility of the UHCL Instructor to make sure that all students in his/her course complete and submit the correct criminal history background check form.
2. Instructors observing students on a district campus may be required to sign in and present a driver's license or state-issued ID.
3. **Do not submit information that has not been requested by the district.** Unless requested by the district, do not submit driver's licenses, state-issued identification or Social Security cards or copies. Criminal history forms with Field Experience Request forms and Program Verification Letters/Documents should be submitted to your Suite Secretary with a current roster as soon as possible, and no later than the 3rd week of classes.
4. Remind your students one to two weeks before classes begin that your class has a required field experience and that they must submit a criminal history form. Links to each district, its requirements and instructions are located in the "For Students" section.
5. Any student on the instructor's class roster who is not present at the first class meeting should be contacted within 24 hours. If the student intends to stay in the class and do the field experience, he or she has one week to complete their criminal history requirements. For students who fail to meet this deadline, a Disposition Expectations Checklist should be completed. The checklist can be found at <https://www.uhcl.edu/education/faculty/faculty-resources>.
6. Please review the criminal history forms and instructions with students before they begin filling them out.
7. If the forms are to be submitted in hard copy (not online), the forms must be completed in **BLACK INK**-no pencil or any color other than black.
 - a. Forms must be **LEGIBLE**.
 - b. Forms must be **COMPLETE**. The Social Security number is the most frequently overlooked item.
8. The **average** time for districts to determine eligibility for placement is currently 2-3 weeks from the time they receive the requests.
9. It is the responsibility of the UHCL Instructor to notify all students in his/her course when he/she is eligible for field experience.

Discrepancy between a student's name according to UHCL records and that which is on his or her driver's license or state-issued identification is the most frequent cause for delay or denial of Field experience approvals. Please instruct your students to complete their background check information and district application using the *exact name* under which their state identification is listed – and to notify you, the instructor, of the discrepancy between UHCL and state records. *This includes hyphenations.* Please include with your request the names of students whose UHCL and state identification records differ, the name under which they applied and completed the background check information and that which is listed on their state-issued identification.

FAILURE TO NOTIFY CPDT WILL RESULT IN DELAY OR DENIAL!!!!

10. UHCL forms may be faxed, emailed or turned in personally to the instructor.
11. Once students have completed the forms, please review the forms with the student to make sure the forms are *properly* and *completely* filled out-**IN BLACK INK ONLY**.
12. If the district requires online submission of Criminal History Background Check forms and/or applications, please take the time during the first night of class to have students complete the online forms, print the completed forms and the email verifying that the submission was successful. Advise students to keep the copies for their records.
13. Online forms **MUST** be completed within the first week of classes.
14. If you have any questions, please contact your Faculty Suite Secretary.
15. All communications will be between instructors, Suite Secretaries and CPDT. **DO NOT ADVISE STUDENTS TO CONTACT SCHOOL DISTRICTS OR CPDT.**

Students:

1. Texas requires school districts allowing observers onto their campuses to conduct a criminal history background check on every student doing a field experience in conjunction with a course, regardless of current employment. There are no exceptions.
2. **Every student**, even if employed by, or an intern within the district, must complete the district's application and undergo its background check.

3. Students are required to complete the application/background check process ***each semester, unless otherwise indicated in the district's instructions.***
4. Some districts notify students of their eligibility status directly. Students must notify their instructors when they receive eligibility information from the district.
5. Students must not contact the district unless instructed to do so.
6. Below is a list of the districts with which UHCL partners for Field Experience/Observations. Read and follow the instructions listed under the district at which you are planning to conduct Field Experience.
7. For districts with online application and background processes, please follow the online instructions, print the completed documents and confirmation of a successful submission for your records. ***Do not submit to your instructor unless requested to do so.***
8. Students must notify their instructors when their online submissions are complete.
9. Online forms MUST be completed within the first week of classes.
10. If the district requires submission of hard copies of documents, the forms must be completed as follows:
 - a. Forms must be completed in **BLACK INK ONLY**-no pencil or any color other than black.
 - b. Forms must be **LEGIBLE**.
 - c. Forms must be **COMPLETE**. The Social Security number is the most frequently overlooked item.
 - d. Forms must be submitted to the instructor by the instructor's deadline
11. Students must successfully complete **ALL** district requirements for application and background checks ***before their field experience request will be considered by the district.***

IMPORTANT

Discrepancy between a student's name according to UHCL records and that which is on his or her driver's license or state-issued identification is the most frequent cause for delay or denial of Field experience approvals.

For example, Jane Doe enrolled at UHCL. She got married and had her name changed on her driver's license to Jane Jones. She later divorced, recently remarried and became Jane Smith. She has not had time to change the name on her driver's license.

Jane is now taking a course requiring field experience. She applies to a district listing her name as Jane Smith.

While she is doing that, her instructor is submitting to the district a Field Experience request along with the UHCL course roster, listing Jane Doe.

Meanwhile, the district has received an online application and background check authorization from Jane Smith. They run the background check and find that Jane Smith has a criminal record and is rejected by the district. The district is puzzled because they did not receive a request for Jane Smith, so they set the application and background check information aside.

As time goes by without an approval for Jane Doe, CPDT contacts the district and learns that Jane Doe has not submitted an application or background check authorization. CPDT informs the instructor, who notifies Jane and directs her to complete another application, with the same results. By now, Jane has missed her opportunity to do her field experience.

Please complete your district application and background check authorization using the *exact name* under which your driver's license or state-issued identification is listed and that they both match that which is in your UHCL records. *This includes hyphenations, juniors, etc.!*

You must notify your instructor of any discrepancy between UHCL and state records.

***FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DELAY
OR DENIAL!!!!***