

## Criminal History Background Checks

- 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.
- If you will be observing on-site, ***you must also turn in a completed criminal history form and field experience request form.***
- **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 3<sup>rd</sup> week of classes. If you know there will be an issue with this time requirement, inform the CPDT office and your Suite Secretary immediately.
- 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.
- 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. Students who do not meet this deadline should be referred to the Associate Dean to be academically dropped from the course for non-compliance.
- The **average** time for districts to determine eligibility for placement is currently 2-3 weeks from the time they receive the requests.
- It is the responsibility of the UHCL Instructor to notify all students in his/her course when he/she is eligible for field experience.

## Criminal History Background Check Forms

- It is the responsibility of the Instructor to make sure that students have properly completed the required forms.
- Please review the criminal history forms and instructions with students before they begin filling them out.
- 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.
- Forms must be **LEGIBLE**.
- Forms must be **COMPLETE**.
  - The Social Security number is the most frequently overlooked item.
  - Discrepancies with students' names is the most frequent cause for delay or denial of field experience approvals. Please instruct your students to complete their background check information using the **exact name** under which their state identification is listed. Please include with your request the names of students whose UHCL and state identification records differ. ***Failure to notify CPDT will result in delay or denial!***
- UHCL forms may be faxed, emailed or turned in personally to the instructor.

- Once students have completed the forms, please review the forms with the student to make sure the forms are *properly* and *completely* filled out.
- 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.
- Online forms **MUST** be completed within the first week of classes.
- If you have any questions, please contact your Faculty Suite Secretary.
- All communications will be between instructors, Suite Secretaries and CPDT. **DO NOT ADVISE STUDENTS TO CONTACT SCHOOL DISTRICTS OR CPDT.**