

Student Background Check

Students in the Division of Kinesiology and Health, College of Health Sciences, are placed in teaching and/or internship training sites where highly vulnerable clients such as minor children, individuals with disabilities, and/or the elderly, are routinely served. Criminal background checks of all students placed in training sites are routinely required.

Background checks shall be required on all applicants to programs in the College of Health Sciences prior to formal admission into their professional program. This practice will ensure that precautions are taken to protect clients/patients/learners utilizing the services of these programs and will protect the University of Wyoming from legal liability and negative publicity.

You must inform the Dean of the College if you are convicted of a crime while enrolled in your professional program. Each site will be informed that you have completed a background check prior to your placement at that site. You may be required to update your criminal background check each year. You must sign a release when applying for admission to the professional program that permits us to release this information.

Initial Substitute Teaching Permit Process

Instructions:

1. Apply for the Wyoming Educator Permit between May 20th-August 25th of the year admitted
2. Obtain the Fingerprint Cards from Albany County District No. 1 Administration Office, located at 1948 Grand Ave, Laramie
 - Complete the Fingerprint Cards at any local law enforcement agency, including University of Wyoming Police Office
3. Complete the **Wyoming Educator Permit: Initial Substitute Teaching Permit** Application Packet
 - **PTSB Link:** <https://wyomingptsb.com/portfolio-items/permits/>
4. Request an official copy of your University of Wyoming transcript, reflecting the 60 (minimum) completed credit hours
 - **Transcript Request instructions:** <https://www.uwyo.edu/registrar/transcripts-enrollment-verification/index.html>
5. Collect the following items for completed packet:
 - Application for Classroom Substitute Teaching Permit New Substitutes form
 - Application fee
 - Fingerprint Cards
 - UW transcript
6. Mail packet to:
Professional Teaching Standards Board
1920 Thomes Avenue – Suite 400
Cheyenne, WY 82002



License Process:

Allow four weeks for the Professional Teaching Standards Board (PTSB) to process the application.

1. Once processed, a notification letter will be sent from the PTSB, stating either:
 - You will receive your Substitute Teaching Permit (a certificate); or
 - A substitute teaching permit cannot issued
2. A copy of your Substitute Teaching Permit certificate must be submitted to the KIN 3012 instructor prior to the first day of teaching practicum
3. Students who cannot obtain their Substitute Teaching Permit will be informed that the PETE program requires successful completion of multiple field and clinical teaching experiences at the University of Wyoming and in the public schools. These agencies will refuse to accept students who do not meet the requirements for field and clinical teaching experiences, as required by the PETE program coursework.

Other Information:

All fees associated with the receiving the Substitute Teaching Permit (that includes a background check) are the responsibility of the student.

1. A copy of each student's Initial Substitute Permit will be administratively maintained within the College of Health Sciences. Separate from the student's educational file, the Permit will remain in a locked, confidential file with controlled access.
2. Students who cannot obtain their Substitute Teaching Permit will be advised to obtain a copy of the report from the search agency and the findings will be discussed with the student by the Dean of the College of his/her designee. The student will be informed that:
 - The educational program requires successful completion of school, clinical, or internship experiences at internal and/or external agencies (e.g., university site, hospitals, fitness centers, or schools), and
 - The program may refuse to accept student for clinical training with a negative background report (as defined, but not limited to, things such as):
 - Crimes against the person, such as battery or assault
 - Crimes based on dishonesty or untruthfulness such as theft or embezzlement
 - Drug and other substance abuse-related crimes

Criminal Offenses resulting in a failed Background Check:

Students who have been convicted of one or more of the following crimes within seven years prior to their application to the Division of Kinesiology and Health will not be permitted into the program:

- Abduction
- Arson
- Assault (any degree)
- Battery (felony)
- Breaking & Entering (felony)
- Burglary (felony)
- Carrying a weapon
- Controlled/dangerous substances (felony)
- Credit card fraud
- Cruelty (felony)
- Embezzlement
- Explosives
- Extortion
- Forgery/counterfeiting (felony)
- Handgun violations (felony)
- Impersonation of a police officer
- Indecent exposure
- Kidnapping
- Maiming
- Murder
- Perjury
- Pickpocket (felony)
- Poison
- Robbery
- Sexual offenses, whether in or out of 7-year scope (rape, molestation, incest)
- Sexual offenses with a minor/elderly, whether in or out of 7-year scope
- Theft or larceny (felony) within a 5-year scope

Criminal Offenses requiring further review:

Students who have been convicted of one or more of the following crimes will require review and approval of the Dean and/or administrative designee(s) (and possibly additional investigation) before being admitted:

- Battery (misdemeanor)
- Bond forfeiture
- Breaking & Entering (misdemeanor)
- Bribery
- Burglary (misdemeanor)
- Controlled/dangerous substances (misdemeanor)
- Credit card fraud (misdemeanor)
- Cruelty (misdemeanor)
- Deferred probation
- Diversion (in process or not completed)
- Forgery/counterfeiting (misdemeanor)
- Handgun violations (misdemeanor)
- Harassment
- Hate crimes
- Hazing
- Obscene matter
- Open warrants/fugitive from justice
- Pending cases awaiting court dates
- Pretrial diversion (in process or not completed)
- Pretrial intervention (in process or not completed)
- Probation violations
- Prostitution/child prostitution
- Receiving stolen goods
- Stricken with leave to reinstate
- Suspended imposition of sentences
- Welfare/food stamps offenses
- 1st Offender programs/youth offender (in progress or not completed; where applicable, according to state law)
- ALL previous sexual offenses resulting in a non-conviction will require further review