

UW College of Education Background Check Processes and Policy

Students in the College of Education Teacher Education Program, as part of their educational course work, complete observations and field experiences in PK-12 schools, early childhood sites, and other sites where education students work with children (e.g., tutoring, after school programs). Therefore, all students must have a background check to be accepted into the teacher education program and before enrolling in the first teacher education/early childhood education course that requires any type of field experience. This also applies to students who are not enrolling in the program but who are taking teacher education/early childhood education courses through the College of Education (on campus or outreach) that involve field experiences.

There are two background checks that are conducted throughout the teacher education program. The first is required on entry and the second is required by the state for obtaining a Wyoming Substitute Teacher Permit which must be in place before enrolling in the EDST 3000 course (usually junior year). There is one exception to the first background check. If a student has 65 college credit hours on his/her transcript before enrolling in a field experience course, that student can apply directly to the Wyoming Professional Standards Teaching Board for a Wyoming Substitute Teacher Permit (information below). Upon providing a copy of the permit to the Office of Teacher Education, it will be valid for all field experiences, including residency, as long as it is current. Students not having 65 transcribed credits upon enrolling (cannot include credit currently working on) will need to do the following background checks through the Wyoming Division of Criminal Investigation and Department of Family Services.

Background Check Processes

Substitute Teaching Permit

The Wyoming Substitute Permit Process: If you have enough credits for the Wyoming Substitute Permit application [65 college credits already identified on your college transcript(s)], go to the Wyoming Professional Teaching Standards Boards (PTSB) website where it describes the classroom teaching substitute permit process.

<http://ptsb.state.wy.us/ApplicationsFees/tabid/94/Default.aspx> This process can take six weeks or more, so be sure to get the application in early.

If you do not meet the credit requirement to obtain a substitute teaching permit, then complete the following two components of the required background check:

1) Central Registry

- Complete the **Central Registry Authorization of Release** form (available in the Office of Teacher Education, McWhinnie Hall room 100). Mail this form with a personal check or money order, payable to the State of Wyoming in the amount of **\$10.00** to:

**Department of Family Services
Early Childhood Division
130 Hobbs Avenue
Cheyenne, WY 82009**

2) *Criminal Background Check*

- Complete the NCPA/VCA Waiver and Release Form; have this notarized; and submit this form to the Office of Teacher Education. The form and a Notary are available in the Office of Teacher Education (OTE) McWhinnie Hall room 100. A photo ID is required.
- Obtain your fingerprints through a law enforcement agency using the cards provided (cards are available in the Office of Teacher Education, McWhinnie Hall room 100).
- The **University of Wyoming Police Department** (located on the corner of 15th & Flint) will ONLY process fingerprint cards on the following days:

Tuesday & Wednesday

11:30 am to 12:30 pm

4:30 pm to 5:30 pm

The UW Police Department will perform this service free of charge. Other law enforcement agencies may charge a fee for this service.

- On the back of the orange fingerprint card is a Waiver that needs to be signed in the presence of a Notary Public (typically, law enforcement agencies will be able to do this at the time of fingerprinting).
- Payments for the fingerprint cards need to be made payable to DCI, or Office of Attorney General in the amount of **\$28.00**. Payment must be in the form of a money order or a check made out on a business account. No personal checks accepted.
- Fingerprint cards with payment need to be sent to:

Wyoming Division of Criminal Investigation

Tim Olsen

208 South College Drive

Cheyenne, WY 82002

Policy

Students who have been convicted of a felony or criminal offense for which the penalty authorized by law includes imprisonment in a state penal institution for more than one (1) year and any substantiation of abuse including physical, sexual or verbal identified on the central registry by the State or in another state will not be allowed into the Teacher Education/Early Childhood programs or courses. “Felony” includes an offense committed in another jurisdiction which, if committed in this state, would constitute a felony as defined in this paragraph. “Convicted” or “conviction” means an unvacated determination of guilty by any court having legal jurisdiction of the offense and from which no appeal is pending. Pleas of guilty and nolo contendere shall be deemed convictions for the purposes of this section. Dispositions pursuant to W.S. 7-13-301 or 35-7-1037 (first offender treatment programs) shall not be convictions for purposes of this section.

Students convicted of a felony while in the Teacher Education/Early Childhood programs will be dropped from the program/courses: A certified copy of a judgment and sentence or other

court order establishing conviction of a felony shall be conclusive proof of the felony conviction.

Examples of felonies

Abduction; Arson; Assault; Battery (felony); Burglary (felony); Breaking and Entering (felony); Child Pornography; Embezzlement; Forgery/counterfeiting (felony); Poison; Robbery; Pickpocket (felony); Extortion; Maiming; Perjury; Impersonation of a Police Officer; Theft or Larceny (felony); Kidnapping; Controlled/Dangerous Substances (felony); Prostitution/Child Prostitution; Cruelty (felony); Murder; Sex Offenses

Students who have been convicted of one or more of the following crimes will require review by a defined committee and approval of the Associate Dean for Undergraduate Programs or his/her designee (and possibly additional investigation) before being admitted to the Teacher Education program and/or allowed to continue in College of Education courses:

Any Battery (misdemeanor); Breaking and Entering (misdemeanor); Burglary (misdemeanor); Larceny (misdemeanor); Credit Card Fraud (Misdemeanor); Criminal Trespass (misdemeanor); Interference with Peace/Police Office (misdemeanor); Driving Under the Influence – Subsequent Violations; Forgery/Counterfeiting (misdemeanor); Handgun Violations (misdemeanor); Harassment; Controlled/Dangerous Substances (misdemeanor); Cruelty (misdemeanor); Hate Crimes; Hazing; Obscene Matters; Welfare/Food Stamp Offenses; Bribery; Receiving Stolen Goods; Open Warrants/Fugitive From Justice; Pending Cases Awaiting Court Dates; Bond Forfeiture; Deferred Probation; Suspended Imposition of Sentences; Pretrial Intervention (in process or not completed); Pretrial Diversion (in process or not completed); Diversion (in process or not completed); Probation Violations; Stricken With Leave to Reinstate; First Offender Programs/Youthful Offender (in progress or not completed) * Where applicable according to state law

When a student is enrolled in any clinical experience or anticipates commencing a clinical experience within 30 days, any criminal misconduct charge a student receives after the background check is completed must be reported immediately to Office of Teacher Education. When the student is not enrolled in any clinical experience, the charge must be reported as soon as possible but no later than five working days after the incident. Failure to do so may result in the discharge of the student from Wyoming Teacher Education Program.