INITIAL CBC – Accepted into Winona State University
- USE THIS CODE TO ORDER (FRESHMAN) CDVGV-28482

1. An initial CBC is conducted for all declared pre-education majors upon acceptance to WSU/prior to the first clinical experience. Pre-education and education transfer teacher candidates need to obtain a CBC prior to the first clinical experience.
2. The initial CBC costs $25 (cost is subject to change) and is conducted by Verified Credentials. Teacher candidates obtain the background check by completing the CBC authorization and entering credit card information online. The initial CBC includes the following searches:
   i. County Criminal Record Search – Current name, current county
   ii. National Criminal Database – Current name
   iii. National Sex Offender Public Registry Search

COMPREHENSIVE CBC – Admitted into the College of Education
- USE THIS CODE TO ORDER (ADMITTED) GGXWM-39868

1. A comprehensive CBC is conducted for all teacher candidates admitted to Teacher Education. The CBC is completed immediately upon admission (prior to EFRT sequence courses 303, 304, 305).
2. The comprehensive CBC costs $50 (cost is subject to change) and is conducted by Verified Credentials. Teacher candidates obtain the background check by completing the CBC authorization and entering credit card information online. The comprehensive CBC includes the following searches:
   i. County Criminal Record Search – Includes all names and addresses
   ii. National Criminal Database Search – Includes all names
   iii. ID Trace Pro – Will search to see if the candidate has used other names or lived in other counties not listed on the candidate’s CBC authorization
   iv. National Sex Offender Public Registry Search

REFRESHER CBC – PRIOR TO STUDENT TEACHING
- USE THIS CODE TO ORDER (STUDENT TEACHING) BBRJW-27489

1. A refresher CBC is conducted for all teacher candidates prior to student teaching.
2. The refresher CBC costs $25 (cost is subject to change) and is conducted by Verified Credentials. Teacher candidates obtain the background check by completing the CBC authorization and entering credit card information online. The refresher CBC includes the following searches:
   v. County Criminal Record Search – current name, current county
   vi. National Criminal Database Search – current name
   vii. National Sex Offender Public Registry Search

DISCREPANCIES – FOLLOW-UP WITH TEACHER CANDIDATES

1. The results of the background check are made available electronically to the teacher candidate and the Office of Clinical Practice. The Office of Clinical Practice will review any discrepancies to determine if follow-up is necessary on a case-by-case basis.
2. Discrepancies on the CBC may lead to difficulty in securing clinical placements for teacher candidates which could result in a candidate being ineligible to complete the requirements of the Teacher Education
Program. Even if the teacher candidate is able to complete the program, he/she may not be eligible to receive a teaching license.

3. The MN BOT currently reviews (by committee) each request for licensure on a case-by-case basis, but a conviction of child abuse (physical or sexual), domestic abuse involving a child or possession of child pornography would almost certainly preclude a candidate from receiving a license. The Teacher Ethics Specialist with the MN BOT encourages teacher candidates to contact the BOT directly with questions about their criminal record (651-634-2736).

4. The following offenses automatically result in the Director of Clinical Practice initiating a meeting/communication with the teacher candidate:
   I. Any sex crime incident/arrest/conviction
   II. Incidents/arrests/convictions as a result of violence
   III. Incidents/arrests/convictions as a result of harm to children

5. The purpose of the meeting with the teacher candidate is to learn more about the incident/arrest/conviction, and to make the teacher candidate aware of the difficulties in securing clinical placements and obtaining a teaching license with his/her criminal record. The teacher candidate needs to sign a disclosure indicating his/her understanding of these difficulties and allowing the results of the CBC to be shared with school district administration.

6. Other considerations for meeting/communication with the teacher candidate:
   I. The level of offense (felony, gross misdemeanor, misdemeanor)
   II. The length of time since the incident occurred
   III. A history of criminal conduct/repeated offenses

7. This policy could change as the legislature/BOT make changes to teacher licensing policy.

COMMUNICATIONS/DATA PROTECTION

1. The CBC information is archived online by Verified Credentials. A CBC report will be printed only if a meeting with the teacher candidate is required. Printed copies of CBC reports will be kept in a locked file cabinet in the office of the Director of Clinical Practice. The CBCs are not stored in teacher candidate files.

2. Verified Credentials sets up user IDs for those who need access to the report (members of the Office of Clinical Practice). The reports are generated within 1-3 days of the teacher candidate’s request. They are archived online and are accessible only to those with IDs and passwords. The teacher candidate also receives a copy of his/her own CBC.

3. Teacher candidates are notified of this policy in the following documents:
   i. College of Education Admission letter
   ii. Student handbook
   iii. Advising handbook
   iv. College of Education website
   v. Student Teaching handbook
   vi. Field Experience handbook

4. The Office of Clinical Practice maintains confidentiality of all data connected with the CBC, but other entities are entitled to receive or have access to the data. These entities include but are not limited to: B-12 partner administration, unit faculty members, and advisors.

Revised: 1/28/15