

Iowa State University
Educator Preparation Program
POLICY: Background Check Procedure and Frequency

In order to meet the expectations of our stakeholders, all education preparation candidates must maintain a valid background check from the beginning of the first field experience through the student teaching experience. Specific program requirements for background checks may vary based on where students are completing field experiences; however, all students are expected to maintain a valid background check while in teacher education at ISU.

Students completing field experiences in programs licensed by the Department of Human Services (DHS) must also follow DHS regulations while completing field experiences in DHS licensed programs. Students who must follow these rules include Early Childhood Education majors and Family and Consumer Sciences Education and Studies majors. Therefore, these majors will have a different process for background checks and will not use the company identified as the official vendor by the ISU educator preparation program.

Procedures Applicable to All Educator Preparation Candidates:

- The background check results must be available to Iowa State University prior to a candidate participating in any field experience.
- Instructors and/or coordinators will ensure that a candidate has a valid background check prior to the student participating in a field experience.
- Candidates will be responsible for monitoring their need for a new background check.
- If a candidate is charged with anything other than a parking or speeding ticket, the candidate must complete a self-report form within 72 hours. This must be submitted to the Licensure Coordinator. Upon resolution of the incident, a student will be required to provide proof of the court's finding and may be required to complete a new background check.
- If a candidate fails to follow the self-reporting requirement, the candidate may be removed from the Educator Preparation Program due to ethical violations. This means that if a candidate fails to file a self-report with Iowa State University but then files one as part of applying for teacher licensure the semester before student teaching, the candidate may not be placed for student teaching and therefore will not complete the teacher preparation program and will not be recommended for licensure.

Procedures for Teacher Education Candidates in Public or Private School Settings:

- Educator preparation candidates must follow the guidelines for completing a background check through the company identified as the official vendor by the ISU educator preparation program at the beginning of their first field experience or prior to applying to the Teacher Education Program, whichever comes first.
- A background check is valid for four years. The candidate must complete a new background check by the end of the second week of classes of the four-year window.