

Criminal History Background Check

All candidates in EIU educator initial preparation programs (teaching, school counseling, speech-language pathology, and school psychology) are required to complete two criminal history checks while at EIU:

1. The first check is required prior to starting any clinical experience in a school or community setting. Completion of this first criminal history check covers all clinical experience background check requirements prior to student teaching or formal internships, and only needs to be completed one time while at EIU.
2. The second check is required prior to the start of the student teaching or first internship semester, and must be completed through the school district or clinical setting in which the candidate will be completing student teaching or internship(s).

To determine if you have already met this requirement at EIU, run a "Degree Audit" (<https://www.eiu.edu/acaffair/dars/>); once you have done so, look in the "University Admission to Teacher Education Requirements" section; if "Criminal History Background Check Complete" is listed with a green check next to it, you have completed the requirement and do not need to repeat it; if it does not appear or does not have a green check, you must complete this process.

EIU's only approved criminal history check vendor for the first check (in 1, above) is Bushue Background Screening, which provides an online, comprehensive history check based upon a student's name and Social Security Number, among other identifying information. The cost for the screening is \$34, and Bushue accepts a number of forms of payment. |

EIU does not accept criminal history background checks obtained prior to enrollment at EIU, including those completed for other colleges or universities, school districts, regional offices of education, or other agencies.

The second check (in 2, above) should be completed through the internship school district or internship site in accordance with that district or organization's procedures; students should obtain verification of proof of completion of this requirement from the district or organization and provide that verification to (a) the College of Education Dean's Office (teacher education majors) or (b) the coordinator of the School Counseling, Speech-Language Pathology, or School Psychology Program.

Once a student has completed the first criminal history check, Bushue Background Screening will automatically send the results to the College of Education; if there are no

concerns in the results, the College of Education will note that you have completed your screening in your student records. If there are any items of concern in the results, the student will be contacted by College of Education Associate Dean Dr. Christy Hooser to set up a meeting to discuss the results and their implications for the student's status as an educator preparation student.

To begin the first criminal history check, have Social Security Number and payment method ready, then click [here](#) to start.

To obtain a copy of a completed criminal history check, a candidate must come to the College of Education Dean's Office (1420 Buzzard Hall) with current photo identification; the office is open Monday through Friday, 8:00 a.m. to noon and 1:00 to 4:30 p.m. Please note that due to security considerations, background checks are not mailed or emailed to candidates or third parties.

Questions? Contact COE Associate Dean Dr. Christy Hooser (cmhooser@eiu.edu).