

# CRIMINAL HISTORY CHECK REQUIREMENT



Educator  
Preparation

All teacher education candidates must complete two Illinois State Police fingerprint-based criminal history checks using Eastern Illinois University's ORI #ILL 13836S.

The first check is required for University approval to take teacher education courses, but may be required prior to completing any fieldwork in the schools. Candidates who have completed a fingerprint-based criminal history check with another higher education institution or a K-12 school within the past twelve months may use the results for that background check by submitting a copy of the Illinois State Police Criminal History report to the College of Education Dean's Office, 1420 Buzzard Hall, Charleston, IL 61920 in an official (letterhead) sealed envelope from the institution which received the original results.

The second check is conducted no later than mid-term of the semester prior to Student Teaching. This must be completed using EIU's ORI #ILL 13836S and must be no older than nine months when student teaching begins. Results up to twelve months can be accepted with additional verification; contact the College of Education at (217) 581-2524 for information. EIU cannot accept copies of results from other organizations or agencies for this check.

A fingerprint technician is on campus during much of the academic year to meet the fingerprinting needs of teacher education candidates. EIU utilizes the services of Bushue Human Resources. To make an appointment, go to the College of Education Dean's Office (1420 Buzzard Hall).

## Spring 2020 Fingerprinting Dates

Wednesday, January 15 – 8:30 a.m.-noon; 1:00-4:00 p.m.

Thursday, January 16 – 8:30 a.m.-noon; 1:00-4:00 p.m.

Tuesday, January 21 – 8:30 a.m.-noon; 1:00-4:00 p.m.

Wednesday, February 5 – 1:00-4:00 p.m.

Thursday, February 20 – 8:30 a.m.-noon

Tuesday, March 3 – 1:00-4:00 p.m.

Wednesday, March 25 – 8:30 a.m.-noon

Thursday, April 23 – 8:30 a.m.-noon

If you are unable to complete fingerprinting during the available times on campus, you may go to one of the locations at which Bushue Human Resources offers this service. For information, visit [www.bushuebackgroundscreening.com](http://www.bushuebackgroundscreening.com)

If you are fingerprinted at an off-campus site, you must take the appropriate Eastern Illinois University Fingerprint Applicant Form with you so that the results are sent to Dr. Doug Bower at EIU; ORI #ILL 13836S must be used at the time of fingerprinting. You are free to use another fingerprint vendor, but it must use EIU's ORI so the results are sent directly from the Illinois State Police to EIU. EIU cannot accept results completed by other agencies or for other purposes.

Fingerprinting is done in 1320 Buzzard Hall (first floor, north corridor). When you come for your appointment, you will see a waiting area; applicant forms will be available for you to fill out before your appointment. You will need to bring:

- Government-issued photo ID: Driver's license, passport, state identification card; student IDs are not acceptable.
- Completed Eastern Illinois University Fingerprint Applicant Form. These forms are available through the Department of Student Teaching and Clinical Experience (1420 Buzzard Hall) or online at [www.eiu.edu/~clinical/](http://www.eiu.edu/~clinical/) (select "Forms," then "Bushue Human Resources").
- Fee of \$30 payable by cashier's check, money order, MasterCard, Visa, Discover, or American Express. A convenience fee will be added if you use a credit card. Personal checks are not accepted, and the fee cannot be charged to your EIU Student Account.

The results of fingerprinting using EIU's ORI number are sent directly to the College of Education and Professional Studies, general within 72 hours, but can take as long as ten days. Upon receipt of the Illinois State Police report the notation that the requirement has been met is made on the candidate's teacher education records in PAWS/DARS. If the result of the background check results in any findings of conviction, the candidate will be notified and provided a copy of the reports. The results of the background checks are maintained in the College of Education Dean's Office in locked storage. Upon written request and with photo ID we will provide a candidate a copy of his/her results for personal use or to give to school districts. EIU will not send the results of these investigations directly to any school, even at a candidate's request.

Revised November 2019