Obtaining a Criminal Record Check for Field Experiences and Student Teaching

As schools continue to review their policies for criminal history checks, students in field experience courses will be required, at minimum, to provide a criminal history check to their placement school that is updated annually. Certified Background is a service provided to students to allow them to purchase the required background checks for local (nationwide and multiple county level) and other placement school corporations. Certified Background that can be accessed by students and the organization posts the results to a secure site. If you have any questions or concerns, please let us know. If you have a criminal history, you will need to submit a letter to your placement school requesting that the schools still consider you for placement. Some schools will not allow anyone with a criminal offense or arrest (other than a traffic ticket) to work in their school buildings and some will require additional criminal background checks. We will do our best to assist you; however, we cannot be responsible for disruptions in your program due to the decisions of schools regarding your placement.

To obtain the required nationwide sex and violent offender check and multi-county criminal check for student teaching or field experience:

1. Go to www.CertifiedBackground.com and click on “Students”
2. In the Package Code box, enter package code: NI57, or NI57R if this is an annual recheck
3. Select a method of payment: Visa, MasterCard or money order. (The check will cost $30.00 and a re-check is $25)

Once your order is submitted, you will receive a password via email to view and print the results of your background check. The results will be available in approximately 48-72 hours. Print the results and deliver them to your placement site on your first visit unless you have a criminal history. If you do not receive a confirmation email or if you have any issues with your order, please contact Certified Background at 1-888-666-7788. If you have a record, contact our office to discuss how to deal with your placement request and delivering the results along with a letter of explanation.

Because you can use a check that has been run within the past year for your field experience, if you completed a criminal history check for last semester, you can return to the site and use your password to print a new copy for the next semester.

Criminal History Check procedures continue to evolve for the state and school systems. You should expect to be required to purchase criminal history checks for employment and throughout your teaching career. Criminal records may have an adverse effect on your ability to obtain a license and employment, and the state will hold hearings to permanently revoke the licenses of individuals who have specific convictions— see Indiana Code 20-28-5-8.
Further inquiries can be addressed to:
Teacher Education Office
W.W. Wright Education Building
201 North Rose Avenue
Bloomington, Indiana 47405-1006
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