

Background Check Requirement

The Jefferson College Teacher Education (EDU) Program **requires each student to complete a background check** through the Missouri Volunteer and Employee Criminal History Service (MoVECHS) and **be cleared prior to entering any PK-12 school** to begin field experiences.

- The MoVECHS background check includes records from both the Missouri State Highway Patrol and the FBI.
- The EDU Program will **not substitute** any other background check for the required MoVECHS checks.
- Student records are kept confidential, and paper copies are kept on file in the office of the EDU Program Coordinator.
- Students must follow the background check process specified by the Teacher Education Program. The Teacher Education Program receives background check results directly from the Missouri Highway Patrol and cannot accept results directly from students.

Timeline for Completing the Background Check

- Students **must** complete the MoVECHS background check while they are enrolled in Exploring the Field of Education (EDU105).
 - Any student who transfers to Jefferson College **must** complete the background check upon enrollment in the initial EDU course that requires students to complete field experiences.
 - The program fee that students pay at the time they register for EDU105 includes the cost of the initial background check.
 - A student who fails EDU105 or who does not complete EDU105 must pay the lab fee **every time** he/she enrolls in the course regardless of whether the student received prior clearance.
- Students **must** complete the MoVECHS background check **prior to midterm** in the semester to allow sufficient time for processing prior to beginning field experiences.

Clearance

- Students are notified through their instructor or the EDU Program Coordinator of whether they have successfully passed the background check.
 - No student may begin his/her required field experiences without having received clearance after completing the MoVECHS background check.

- The EDU Program Coordinator maintains a list of students who have successfully passed the background check and communicates that information to instructors when necessary.
- The EDU Program Coordinator informs PK-12 schools that students have appropriate clearance as necessary.
- Any student whose background check results are **more than three (3) years old** must **obtain another check at the student's expense**.

Non-Clearance

- Students **with incidents** on their records must submit a copy of the **police report** and a copy of the **court disposition** regarding **each incident** on their records. These copies must be presented to the **Social Sciences Division Chair** in ASI 110 before any further review will take place regarding clearance status.
- A student is **not considered cleared** if his/her background check results show any violation included in the Missouri Revised Statutes Section 168.071 (Personnel—Teachers and Others), available at the following website:
<http://www.moga.mo.gov/statutes/C100-199/1680000071.HTM>
 - The Teacher Education Program may consult the Director of the Jefferson College Police Academy when determining whether student background check records violate the above statute.
- A student who does **not receive clearance** is **prohibited** from **entering any PK-12 school to complete field experiences**.
 - Since students without clearance may not complete field experiences in EDU classes where field experiences are required, these students **cannot earn a passing grade** in these classes.
- A student who does **not receive clearance** must **withdraw immediately** from any EDU class that requires field experiences.
 - Any student without clearance who does not drop the course before the published deadline will **automatically fail** the course.
 - Students with non-clearance may not enroll in any EDU course that has field experience requirements.
- Students who possess valid DESE substitute certification may enroll in EDU courses.