

NOTICE TO ALL CANDIDATES IN TEACHER, SCHOOL LEADER, OR SCHOOL
SERVICE PERSONNEL LICENSURE PROGRAMS

IMPORTANT: PLEASE READ CAREFULLY
REQUIRED CRIMINAL BACKGROUND CHECK

By law, all candidates in licensure programs must complete a Uniform Conviction Information Act (UCIA) fingerprint check prior to participating in any field experiences in schools.

These background checks must be submitted using the fingerprint form linked below with the Council on Teacher Education ORI # ILL13736S.

For candidates in the field during **fall semester**, your background check must be reported back to the Council on Teacher Education as clear no earlier than July 1 and no later than the first placement day at the site.

For candidates in the field during **spring semester**, your background check must be reported back to the Council on Teacher Education as clear no earlier than November 1 and no later than the first placement day at the site.

You may be fingerprinted at any Accurate Biometrics location. See <http://www.accuratebiometrics.com> for locations and schedules. The following University of Illinois-Champaign UCIA form (www.cote.illinois.edu/fingerprintform.pdf) must be taken to Accurate Biometrics to ensure the background check is returned to the Council on Teacher Education. The cost is \$30. * Payment may be made by Visa, MasterCard, or money order. No checks will be accepted. Money orders should be made out to Accurate Biometrics.

Failure to use the aforementioned form will result in you having to repeat the background check at your expense in order to have the results sent to the Council.

Remember, you will not be permitted to participate in any clinical experiences in the schools until you have cleared the criminal background check.

Please note, in addition to the background check required prior to early field, State law requires each school district where you will be placed for student teaching to conduct a separate finger-print based Illinois and FBI background check. Per State law the student teacher is responsible for all costs associated with the background check(s). How and when the background check will be completed will be dependent on the school(s) in which you are placed.

*Price subject to change without notice. The University of Illinois and the Council on Teacher Education receive no funds from the cost of criminal background checks.