

On-Line Educator Background Checks For New Teachers and Other Educators

Background checks are valid for a period of three years. If you have had a background check done through the Educator License office within the past three years, you do not need to complete another form. If you don't complete your program within the three years, you will have to complete another background check. Cleared background checks are required for licensure. **The State Office will not accept copies of background checks done elsewhere, including school districts.** You will not be notified when your background application is complete. It is your responsibility to verify this with the Teacher Education office. Only on-line background check application will be accepted by the Utah State Office of Education. (Cards are no longer an option.) Questions? Please email or call Terri Gass at 435-797-1443 or email at terri.gass@usu.edu

YOU MUST INCLUDE A COPY OF STEP 10 WITH YOUR TEACHER EDUCATION APPLICATION

Step 1: Accessing the Utah State Office of Education Background Check Webpage

www.utah.gov/teachers

Step 2: Select Background Check Application. From the welcome screen, the educator clicks the “Background Check” button:

This online license renewal system is currently available only to active Level 2 and Level 3 Utah Professional Educator License holders. For information on other license applications or renewals, please go to www.schools.utah.gov/cert, or call Educator Quality Services, Utah State Office of Education at 801-538-7740.



Step 3: Enter Login Information. The Educator Background Check (EBC) application is designed to work for both new and existing educators that may or may not have a record in the CACTUS database. Both new and existing educators will need to attempt to find their CACTUS record by entering their Social Security Number and date of birth. The application searches the CACTUS database for a matching record.

A screenshot of the "Educator Background Check" web application. The header is dark blue with the title "Educator Background Check" and "Utah State Office of Education" below it. The main content area is yellow and titled "User Authentication". It contains the instruction: "To begin, enter in your Social Security Number and Date of Birth below and select 'Continue'". There are two input fields: "Social Security Number:" with a text box and the note "Numbers only. No dashes, please." below it; and "Date of Birth:" with a dropdown for "mm", a dropdown for "dd", and a text box for "yyyy". At the bottom right of the form are two buttons: "Back" and "Continue". At the very bottom of the page, there is a footer with links: "Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy" and "Copyright © 2007 State of Utah - All rights reserved."

Step 4a: Matching Record. If a matching record is found the educator will need to verify that the information is correct. The educator will have the ability to update any outdated information.

Step 4b: New Record. New educators will not have a record in CACTUS and will be prompted to create a new record by filling out the necessary information the Utah State Office of Education (USOE) needs to process the background check.

The screenshot shows a web form titled "Educator Background Check" from the Utah State Office of Education. The section is "Create New Record". It contains the following fields: First Name, Middle Name, Last Name, Address (two lines), City, State (dropdown), Zip, Email, Phone, "Are you a citizen of the United States?" (Yes/No checkboxes), Social Security Number, Date of Birth (MM/DD/YYYY), Gender (dropdown), Race (dropdown), University (dropdown), and Other (text field). At the bottom, there is a disclaimer: "** This information is voluntary and is used for general informational purposes only." and two buttons: "Back" and "Continue".

Step 5: Select Background Check Method. Educators will have the option of choosing between two background check processes: Live Scan process for all Utah residents or traditional manual card process for out of state residents.

The screenshot shows a web page titled "Educator Background Check" from the Utah State Office of Education. The section is "Background Check Requirements". It contains the following text: "Requirement: Utah Law (53A-1a-512.5) requires that each applicant for a Utah Educator License must satisfactorily complete a background check. A background check is also required of applicants desiring to renew a Utah Educator License that has expired. To complete the background check, an applicant must submit fingerprints for review by the Utah Bureau of Criminal Investigation and the Federal Bureau of Investigation. The procedure for the required background check includes fingerprinting. You must choose between a LiveScan electronic fingerprint submission or a paper-based fingerprint submission. Prior to making this choice, please review the factors related to each method of fingerprint submission. LiveScan: This is the preferred method of fingerprint submission. All applicants who live in Utah are expected to submit fingerprints through the LiveScan process. If you submit fingerprints through LiveScan, you can generally expect that they will be processed within five days. LiveScan submissions are taken at any one of 17 sites around the state. If you do not live in Utah, but plan to be in the state during your license application process, you may still use LiveScan. If you will be traveling a significant distance to a LiveScan site, it is recommended that you contact the LiveScan site you intend to use prior to traveling to ensure that the location will be open and expecting you. There is no difference in cost between LiveScan and the paper-based fingerprint submission. The difference in convenience and speed of processing your results. If you choose a LiveScan submission, you will be able to print an authorization as soon as you complete the process on our website. At the time of your fingerprint submission (for both the LiveScan and paper-based submissions) you will be charged a processing \$10 fee (\$13 at BCI). Card Submission: If you are unable to go to a LiveScan site, you may make a paperbased fingerprint submission. A paper-based submission takes approximately 10 to 22 weeks for results to be processed and transmitted to us.

Step 6: Live Scan Release. If the Educator selects to use the LiveScan method (this is recommended) they will be required to acknowledge that they have reviewed the fingerprint release information and agree to the terms by entering the word “yes” in the appropriate box.

Educator Background Check
Utah State Office of Education

Fingerprint Release

UTAH STATE OFFICE OF EDUCATION, UTAH BUREAU OF CRIMINAL IDENTIFICATION, AND FEDERAL BUREAU OF INVESTIGATION
INFORMED CONSENT AND RELEASE OF LIABILITY

*****RELEASE*****

In connection with my application for licensure with the State of Utah, I hereby authorize the above-named agencies to investigate my past and present employment, education, and criminal records, including information on expunged records as provided by law, to ascertain any and all information which may be pertinent to my qualifications or fitness and to make any information received part of my permanent licensure file. I understand that Utah law permits the Utah State Office of Education to release any information related to my qualifications or fitness for working with children in the schools to any educational institution to which I turn for training, employment, or volunteer service. I also understand that Utah law provides a shield against any civil or criminal liability for persons disclosing or receiving information in good faith relating to my qualifications or fitness for working with children in the schools. I further understand that my submission of this document is evidence of my knowledge, understanding, and acceptance of the conditions here set forth. I further agree that a copy of this release shall function as an original. I have the right to inspect information received into my file and to challenge or respond to that information.

Type 'YES' if you understand and agree to the statement above.

Back Continue

Step 8: Additional Questions. . In order to complete the background check, USOE requires the Educator to answer a few additional questions. Educators will need to answer these questions, and then verify the accuracy of the answers by checking the box next to the verification statement.

Educator Background Check
Utah State Office of Education

Additional Questions

Please answer the following questions and select "Continue". If you need any clarification please contact the Utah State Office of Education.

Yes No

Have you ever had a credential revoked or suspended?

Have you ever been convicted of violating any law, except minor traffic violations? (Convictions for Driving Under the Influence of drugs or alcohol shall be reported.)

I verify these statements are true and I understand this information may be used or provided to potential employers and to the Utah State Office of Education for appropriate licensure and professional development purposes. If a background check reveals that you have made false statements, you license may be revoked.

Back Continue





Step 9: Payment . Educators can now pay the \$69 processing fee online using Visa, MasterCard, American Express or Discover credit card.

Educator Background Check
Utah State Office of Education

Payment Information

Please enter the following information below then click the "Continue" button.

Account Number:
Please, no dashes or spaces

Card Type:    

Card Holder Name:
Enter the name exactly as it appears on the card.

Expiration Date: /

Card Address: Please select of the two addresses below

Use this Card Holder Address User Different Address:

123 main
slc, UT, 84111

Address:
City:
State, Zip:

Step 10: Generate Forms. Once the credit card payment has processed, the educator will receive a confirmation of payment. Click on the "Generate Form" button to generate the LiveScan form the educator will need to complete the background check at the liveScan location of their choice. An email with this receipt information and liveScan document will also be emailed to the educators email address.

Educator Background Check
Utah State Office of Education

Transaction Successfully Completed

Congratulations, your transaction has been successfully completed. Please print out this page for your records.

Receipt Number: 113617
Name on Card: John Smith
Card Type: Visa
Card Number: XXXXXXXXXXXX1111
Expiration Date: 01 / 2008
Card Holder Address: 123 Main Street
Salt Lake City, UT 84111
Amount being Charged: \$69.00

To download our live scan form, click on the "Generate Form" button below.

Step 11: Live Scan Authorization Form. The educator will need to generate their LiveScan authorization form to be taken with them to the liveScan location of their choice. The fingerprint process will not be completed until the educator has had their fingerprints scanned at a Live Scan fingerprinting site.

UTAH STATE OFFICE OF EDUCATION

Leadership... Service... Accountability Patti Harrington, Ed.D. State Superintendent of Public Instruction
Voice:(801) 636-7600 Fax:(801) 636-7621 TDD:(801) 636-7878
260 East Cesar E. Chavez Blvd. (600 South) P.O. Box 144200 Salt Lake City, Utah 84114-4200

06/27/2007

Applicant: **John Smith**
Applicant CACTUS ID:

This is your authorization form to have your fingerprints taken for your Utah Educator License.

Please take this form to one of the Live Scan sites for processing. If you need a list of sites please go to www.schools.utah.gov/cert click on "Fingerprinting", then on "Live Scan sites" for a full list of available sites.

A fee of \$10 will be charged at these sites for taking the Live Scan prints, with exception of a \$13 fee at the Utah Bureau of Criminal Identification. You will also have to provide a picture ID at the time of fingerprinting.

There is a 60 day time limit on this authorization. You must have your finger prints taken within 60 days. After 60 days, your application will be null and void and you will be required to resubmitting a new release form and pay another \$69 fee.

Request for Electronic Background Check Billable to Agency

Type of Background Check Required and Agency Billing Code:

XXX \$39 WIN/FBI Check: NFUF B1017 (Office of Education - WIN/FBI)
(Use UCA 53A-6-401 - Teacher Certification for RPF)

Applicant Name: **John Smith** Date: **06/27/2007**
Applicant DOB: **11/10/1111** Applicant SSN: **111111111**

Agency Authorization Signature:



UTAH STATE BOARD OF EDUCATION
Kim R. Birmingham, Chair • Janet A. Cannon, Vice Chair • Doree Allen • R. Michael Anderson • Pamela J. Addison • Linnea S. Barney • Laurel Brown
Edward A. Dalton • Greg W. Hays • Dennis R. Howell • David L. Moss • John C. Pingree • Joyce W. Richards • Debra G. Roberts • Sara V. Sinclair • Teresa L. Theurer