

Conviction Clearance Form & Background Check

Students entering programs within this department may receive training in settings where vulnerable populations are served. Instances where this may occur are course assignments, and practicum/internship experiences either within schools or in a counseling setting. It is the department's responsibility to help protect the safety of children and clients. Certain convictions may prevent future licensure/certification eligibility.

This department utilizes two methods to verify the status of a student's background: a *Conviction Clearance Form* and a formal *Background Check* conducted by an outside agency. **Registration holds may be placed on a student's account until proper documentation has been received.**

- Background checks are not required until an applicant has actually **received an acceptance** into the program of their choice for this department.
- All students will complete the background check for the **United States**, and a clearance must be received within a student's first semester of the program or before they can participate in practicum or fieldwork experiences.

A *Conviction Clearance* form is used as a self-report of criminal activity. Students are required to sign an updated copy at key points throughout their program.

The formal *Background Check* cost is the responsibility of the student and required during their first semester of the program and/or before participation in fieldwork and clinical experiences. A link will be provided by the program. Results will be kept confidential and reviewed by the Department Chair and relevant Program Coordinators to ensure students are eligible to continue in their chosen program.

Failure to provide complete and accurate information on the *Conviction Clearance* form or on the *Background Check* will constitute grounds for immediate denial of admission, withdrawal of admission, and/or withdrawal of enrollment.

Have you ever been convicted of a crime other than a traffic offense, or are any criminal charges now pending against you?

_____ I **have NOT** been convicted of, nor pled no contest to, any crimes other than traffic offenses.

_____ I **HAVE** been convicted of, or pled no contest to, a crime other than traffic offenses*.

*Please explain: _____

I certify that the answer given on this form is complete and accurate to the best of my knowledge.

A formal background check will be required upon acceptance into the program, but prior to registration.

Signature _____ Date _____

Print Your Name _____