Criminal Background Check (To be completed immediately)

Effective for Spring 2009 semester and after, all students who are enrolled in UMES’ teacher and counselor education courses (i.e., EDCI, EDUC, EDSP, EMAT, SPED, PSYC) students of any status (i.e., pre-candidates, candidates, interns, undergraduate, graduate, regular and provisional admits, etc.) will be required to have a criminal background check in order to do any type of work (i.e., field or clinical experience including practicum and internships) in a school setting. They will be required to follow these steps:

1. Students will need to get a release form from Ms. Lisa Thomas in Room 2025 in the Department of Education. They must sign the release form in the presence of a witness from the Department of Education (specifically either Dr. Verbeke, Dr. Bowers, Dr. Nugent, Dr. Goslee or Ms. Lisa Thomas). (see Release/Waiver Form)

2. Two copies of the release form will be made in the Department of Education, the original and a copy for the UMES student. At that same time, Ms. Thomas will give the student an instruction sheet for the criminal background check with along with the fingerprint card. The student should complete the side of the fingerprint card that has the basic identification information (NOT the side for the fingerprints).

3. As soon as possible, the student will contact the UMES Police (410-651-6590) to schedule an appointment for fingerprinting which is currently only available between 10:00 a.m. and 1:00 p.m. on Tuesdays or Thursdays. (Students may call to schedule the appointment anytime during the usual business hours of 8:30 – 4:30.) Please be sure to keep your appointment.

4. Once the student is ready to go for the actual fingerprinting at the Department of Public Safety, she/he should bring:
   - The original copy of the release form.
   - The fingerprinting form with one side completed and the fingerprinting side clear.

5. The UMES Department of Public Safety will take the original release form and fingerprint the student. They will return the completed fingerprinting form to the student. NOTE: Please remember to sign your fingerprint card. The student will then return immediately to Ms. Thomas in the Department of Education with the completed fingerprint card along with a check or money order in the amount of $18.00 made payable to CJIS-Central Repository. Ms. Thomas will copy the back of the fingerprint card and mail it along with your check or money order to CJIS.

6. The UMES Department of Public Safety will review the results and notify the Director of Teacher Education, who, in turn, will notify the appropriate personnel at the University and in the schools. Students will also be notified in writing of the results from the Director of Teacher Education.

Note: The estimated timeframe for this procedure is 6-12 weeks. It is important that students schedule an appointment ASAP to avoid any delays in getting your placements. Students will NOT be placed in any field experience, practicum or internship without completing this procedure.
Authorization for Release of Information

I, ____________________________, authorize the release of any information regarding my employment and my criminal background, if any, from anyone, including but not limited to all of my former schools, employers, their employees or personnel, and/or public safety agency, to employees of the University of Maryland Eastern Shore (“UMES”).

I further release the above-referenced entities including their employees and agents from all liability surrounding the release and use of this information for the sole purpose of verifying the student’s suitability for employment or educational training in a school setting that the University may deem appropriate for the student’s educational program.

I agree that executing this release is a requirement for my participation in the Professional Teacher and Counselor Education Program at the University of Maryland Eastern Shore. I also agree that this agreement will remain in full force and effect during my matriculation at UMES or until I revoke this authorization in writing and deliver it to the Chair of the Department of Education at UMES.

I agree that I have a continuing obligation to notify the University of Maryland Eastern Shore/Department of Education Chair of any arrests or convictions that occur during my matriculation at UMES.

I also agree that a photocopy of this release will have the same effect as the original.

_____________________________   __________   __________________________
Student’s Name (Printed)                             Date                                           Witness