



## CRIMINAL HISTORY CHECK

### Information & Instructions

#### CRIMINAL HISTORY CHECK FAQs

1. **When does the check expire?**  
Checks are good for 6 months
2. **When will I need to complete a check?**
  - Admission to a teacher certification program
  - Admission to program in Applied Behavioral Analysis, Counseling, Counseling Psychology, Educational Leadership and School & Community Psychology
  - Participation in a clinical experience or a course with a clinical component
  - Applying for initial teacher certification
  - Requesting an endorsement plan of work or transcript evaluation
3. **What if my check comes back with a flag for an infraction?**  
Depending on the type of offense you may need to provide further documentation to our criminal history review committee. You will be contacted regarding your next steps.
4. **What is the cost for a criminal check?**  
Your initial domestic check will cost \$55.00 or \$35 per province for Canadian students. Recheck prices vary between \$22 and \$32.
5. **Can other criminal history checks that I have completed outside of WSU be used?**  
No, we only accept checks completed by our approved vendor, CastleBranch.
6. **How do I complete my background check?**  
The background check is a two step process.
  - First: Complete the disclosure and authorization forms [here](#).
  - Second: You will be given a unique WSU link to the CastleBranch site upon completion of the first step.

Criminal History Checks are required under the following legislation and policy:

- [PUBLIC ACT 68 of 1993 Section. 1230](#)
- [State Board of Education Teacher Certificate Code: R 390.1201](#)

## 1 COMPLETING THE DISCLOSURES & AUTHORIZATIONS FORMS

Before you complete your first criminal history background check, you must sign two forms electronically: A disclosure form and an authorization form. First, you will select the reason for completing these forms. If you are unsure of the reason you can reach out to your academic advisor for guidance. The disclosure and authorization forms only need to be completed one time and does not need to be completed when doing a re-check. At the conclusion of the disclosure and authorization forms, you will be provided the link to the CastleBranch website, which you can access immediately. You may also access CastleBranch later by using the link sent to you via email.

***\*If you complete a CastleBranch check without first filling out the disclosure and authorization forms, we cannot use the check until those forms are submitted.***

## 2 COMPLETING YOUR CHECK ON THE CASTLEBRANCH SITE

When you arrive at the CastleBranch website, through the unique Wayne State link provided to you there will be an option to choose your **Package**. Your package options will be:

- ◇ Admission
- ◇ Certification
- ◇ Clinical Courses
- ◇ Clinical Experiences

Within each package, there are two options:

- ◇ I need to order my Full Background Check
- ◇ Michigan Recheck Background Check

The full background check only needs to be completed once. If you are unsure of which package to select, please consult your advisor.

***\*Make sure to take note of your log in email and password for the CastleBranch site as you could need it for continued background checks in the future.***

[Click here to begin your Criminal History Check](#)

OR

Copy and paste the following link into your browser:

[https://waynestate.az1.qualtrics.com/jfe/form/SV\\_9EMLeKS09veSgAd](https://waynestate.az1.qualtrics.com/jfe/form/SV_9EMLeKS09veSgAd)