



CRIMINAL HISTORY CHECK

Michigan Public Acts

PUBLIC ACT 68 of 1993 Sec. 1230

This act requires public and non public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals. Students interested in becoming certified teachers must supply a statewide criminal history check at several stages in their program (see below). Directions on how to successfully complete a criminal history check are located on pages 2-3.

- ◆ Have you ever accepted responsibility in a civil infraction (excluding speeding tickets) or been convicted of (or pled no contest to) a misdemeanor or felony?
- ◆ Have you had a teaching, school counselor, school psychologist, or school administrator certificate suspended or revoked?
- ◆ Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate?
- ◆ Have you ever surrendered or nullified a teaching, school counselor, school psychologist, or school administrator certificate?

Any person seeking admission to a teacher certification program who has been convicted of any offense must provide certified copies of all documents related to his/her conviction, including a "Judgment of Sentence." This document may be obtained from the court where the matter was adjudicated. In addition, a narrative describing the incident(s) from the applicant's perspective is required for review by a committee in the College of Education. After review by the College of Education Committee, the applicant will be notified in writing of the Committee's decision.

State Board of Education Teacher Certificate Code: R 390.1201 Certificates; denial, suspension, or revocation.

- (1) The superintendent of public instruction may refuse to grant or renew, or may suspend for a fixed term, or revoke, or may impose reasonable conditions on, a teaching certificate or state board approval granted pursuant to these rules for the following reasons:
 - (a) Fraud, or material misrepresentation, concealment or omission of fact in the application for, or the use of, a teaching certificate or state board approval.
 - (b) Conviction of an offense listed in MCL 380.1535a or MCL 380.1539b.
- (2) The superintendent of public instruction may refuse to grant or renew a teaching certificate or a state board approval for failure or ineligibility of the applicant to meet the criteria for the applicable certification or state board approval.

Common Criminal History Checkpoints within the Program

Admission to Level 1

Admission to Level 2/Post Bachelor/MAT Programs

Participation in a Clinical Experience (i.e. Student Teachings)

Participation in a Course that has a Clinical Component (i.e. TED 2250)

Graduation and Initial Certification

**A New Criminal History Check may not be needed at all stages*



CRIMINAL BACKGROUND CHECK

Information & Instructions

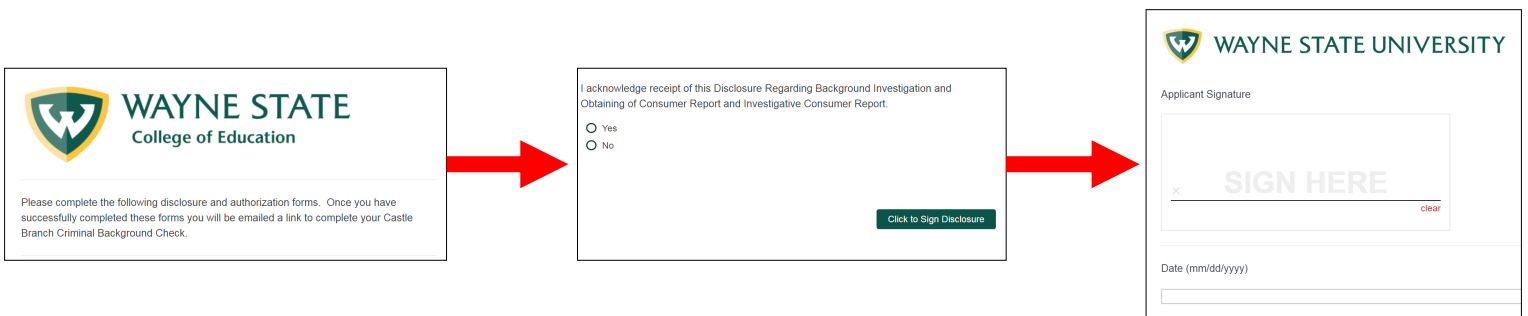
How do I complete my Check?

When you reach certain points in your program a criminal history check will be requested of you. Your initial criminal history check will have an added step. The disclosures and authorizations forms are only completed upon your initial check. Subsequent checks will only require use of the Castle Branch system.



Disclosure & Authorization Forms

Before you complete your first criminal history background check you have to sign two forms electronically: A disclosure form and an authorization form. These will come to you in the form of a survey and will be initiated automatically by reaching a milestone in the program. The online forms will start by gathering some information. Then you will be prompted to agree to disclosure/authorization. After that you will electronically sign and date. You will receive an email with directions on how to complete your background check. The disclosure/authorization forms only need to be completed one time, but you will be required to complete several criminal background checks throughout different phases in your program. Below is what these steps will look like.



[Click Here to begin the Criminal History Check Procedure](#)

Or

Copy and paste the following link into your browser,

https://waynestate.az1.qualtrics.com/jfe/form/SV_29SaYBbN8pPGReJ



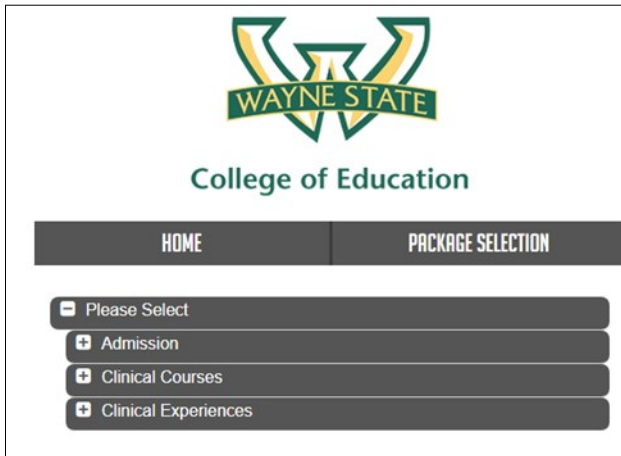
CRIMINAL BACKGROUND CHECK

Castle Branch Instructions

Castle Branch

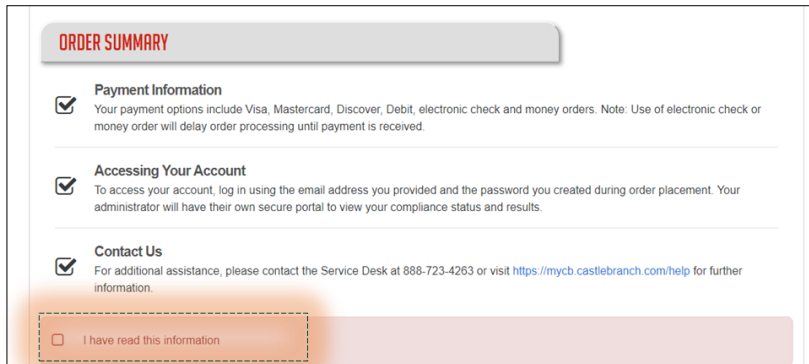
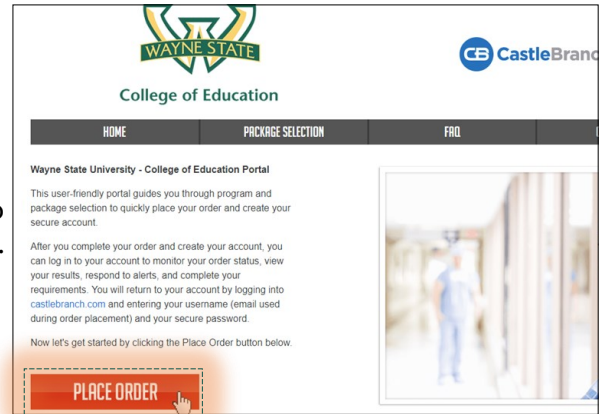
Once you have successfully completed the disclosures and authorizations forms you will be sent a link to the Castle Branch website. Your criminal background check is not done until you complete the necessary requirements in the Castle Branch system. Castle Branch is the only acceptable vendor for background checks for the College of Education. Once you have completed your initial background check through the Castle Branch system make sure to save your login information. Throughout your program you may be required to complete a re-check through the Castle Branch system.

Castle Branch Instructions



Log into Castle Branch using the link sent to you and click the place order button. Then click on the appropriate category. Level 1, Level 2, Post-Bachelor and MAT Admissions will click the **Admissions**. If you are going to complete a field experience you will click on **Clinical Courses**.

Make sure you click the final red box to complete your background check.



The background check will take 3 days to complete and 5 days if you lived outside of the United State. Make sure to keep your log in information handy as you will be required to keep your criminal background check current throughout your program.