



Guidelines for Criminal Background Checks for Pre-Service Candidates

Department of Professional and Organizational Development
Professional Development Schools Program



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I. Introduction

A goal of the Howard County Public School System (HCPSS) is to ensure a safe and nurturing school environment that values our diversity and commonality. The Professional Development Schools Program (PDSP) is committed to providing a safe school environment for all students and staff in the placement of pre-service candidates.

II. Purpose

This document delineates the requirements and processes for federal and state criminal background checks (CBC) for all pre-service candidates placed in HCPSS.

III. Definitions

- A. Pre-Service Candidate – *student in an education program from an Institution of Higher Education (IHE); programs include, but are not limited to, early childhood, elementary, secondary, special education, music, art, physical education, counseling, speech-language pathology, psychology, occupational therapy, social work.*
- B. Institution of Higher Education – IHE; two or four-year college or university
- C. Professional Development Schools Program – PDSP; in HCPSS
- D. The Howard County Public School System – HCPSS
- E. Criminal Justice Information Services – CJIS
- F. Pre-Service Application System – *PDSP on-line system for requesting placements in HCPSS; each IHE representative assigned to coordinate placements will receive a user name and password in order to submit pre-service candidate information to the Pre-Service Application System for placement requests; this system serves as the HCPSS database for placements of pre-service candidates with mentors and allows HCPSS to have a record of who is in which schools and when in order to provide a safe school environment for students and staff.*
- G. PDSP Certification Processor – *PDSP staff member who serves as the point of contact for Criminal background check verification/confirmation of pre-service candidates by IHEs.*
- H. CBC Form – *sent by Certification Processor to IHE; must be completed by IHE to verify date of pre-service candidate fingerprinting, reference number/tracking number received by the pre-service candidate from CJIS, and to confirm date of receipt of criminal background check results by IHE.*

IV. Requirements

- A. Fingerprinting – Pre-service candidates must be fingerprinted for both federal and state criminal background checks prior to placements in HCPSS.
- B. CBC – Results of CBCs must be sent directly from the reporting agency to the IHE and not to the pre-service candidate or HCPSS.

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- C. HCPSS Acceptance – HCPSS cannot accept results from any institution other than the Institution of Higher Education (IHE) (i.e., if the pre-service candidate was fingerprinted for a job, the results from this fingerprinting cannot be accepted).
 - D. Timeliness – Fingerprinting and results must be within two years of placement requests. Fingerprinting and results older than two years will not be accepted.
 - E. Current HCPSS Employees do not need to be re-fingerprinted for IHE placements.

V. Process

- A. A placement request for pre-service candidates is made from an IHE through the PDSP Pre-service Application System.
- B. Each IHE is assigned a code from Criminal Justice Information Services (CJIS) and should provide this code to pre-service candidates.
 - 1. Fingerprinting may be done at any Maryland agency (i.e., CJIS, police barracks, FYI)
- C. The PDSP Certification Processor will send the criminal background checks (CBC) Form via email to the IHE for completion.
 - 1. This form verifies that pre-service candidates have been fingerprinted for both federal and state background checks.
 - 2. Form information must include:
 - a) Pre-service candidate name.
 - b) Date of fingerprinting.
 - c) Tracking number provided by agency.
- D. The IHE will send the completed CBC Form via email to the PDSP Certification Processor.
 - 1. This Form confirms that the IHE has received the results of federal and state criminal background checks for pre-service candidates.
 - 2. Form information must include:
 - a) Pre-service candidate name
 - b) Tracking number
 - c) Date of receipt by the IHE of criminal background check results
 - 3. Receipt of this form by the PDSP Certification Processor completes the clearance of the pre-service candidate.
- E. Pre-service candidates will not be permitted to begin the placement until the PDSP has the completed CBC Form from the IHE.

The PDSP will not accept dates of fingerprinting, tracking numbers, or dates of receipt of results in any form other than the CBC Form.



Guidelines for Non-PDS Placements in the Howard County Public Schools System

Requests for Placements

- **All** pre-service experiences, regardless of the length, must be generated from the IHE placement office and arranged through the Howard County Public School System's Professional Development Schools Program.
- A Pre-service Application must be completed electronically for each candidate using the PDSP Pre-Service Application System at: <https://hcpss2.securesites.net/PDSP/index.jsp>
- Log in with the user name and password previously provided to you. This user name and password are specific to you. Please **do not** share this information with students. If you cannot locate your user name and password, please contact Jennifer Mascott (Jennifer_Mascott@hcpss.org).
- No paper, fax, e-mail, or phone requests will be accepted. All fields of the application must be completed in order to successfully submit the application.
- Special accommodations for any candidate, if needed, must be included in the “Comments” box of the **Pre-service Application**.
- Once the form is submitted, the PDSP Placement Processor will then begin to make contact with curriculum coordinators, principals, and teachers to place your non-PDS interns.

Please notify the PDSP immediately of the need for any changes in placements.

Placement Requirements

Criminal Background Check Requirement:

- Please see ‘Guidelines for Criminal Background Checks for Pre-Service Candidates’ which is an attachment.
- The PDSP Certification Processor will be in contact with you for verification of fingerprinting for your pre-service candidates.

HCPSS ID Requirement:

- HCPSS official ID badges are required of **all** pre-service candidates. It is required that **all** interns/student teachers not only wear this new HCPSS ID but also wear their college/university student ID. These can be worn together on one lanyard, with one clip, etc. **Both IDs must be worn at all times while in HCPSS buildings.**
- The new HCPSS IDs will be sent to schools where interns/student teachers are placed once placements are confirmed by the PDSP Placement Processor.

Professional Development Schools Program

The Howard County Public School System



PDSP Pre-Service Application System Organizer *PDS Intern*

Note your User ID and Password_____

Username: X

Password: X

- To begin, double click on the top tab **Student Teacher/Intern Data**.
- Choose the **School Year** from the drop down menu on the left side of the page.
- Next click on **Add Student Teacher/Intern** on the top right of the page.
- Click on **PDS Intern** at the top left.
- Note that **ALL Fields are Required**.

Intern Contact Information

Contact Information:		Submitted by: on	
First Name:	Joe	Last Name:	Smith
Address:	6789 Old Street	City:	Anywhere
		State:	
Email:	jsmith@towson.edu	Alternate Email:	
		Zip:	21001
		Phone:	(310) 123 - 3456

The correct intern email address is important, as interns will be receiving emails from HCPSS about upcoming events, such as intern information sessions and intern receptions. Alternate email is optional.

Academic Information

Academic Information:	
Status:	
Area of Certification/ Program of Study	
Graduation Date:	
College/University:	Notre Dame
Speaks Spanish Fluently/Conversationally	<input type="radio"/> Yes <input type="radio"/> No
Race	<div>American Indian / Alaskan Native Asian Black / African American Hispanic Native Hawaiian / Pacific Islander White</div>

For **Interview Eligibility**, choose the time, Fall or Spring, from the drop down menu for the intern to receive email information from HCPSS about interviews. For a December graduate, this would be Fall, and for a May/June graduate, this would be Spring.

Users can select more than one race by holding down the Ctrl button and clicking on all the applicable races. You may not edit the race once the record is recorded.

Past Personal HCPSS Experience

Past Personal HCPSS Experience:

HCPSS Graduate ☒ Yes ☐ No **High School:**

Current HCPSS Employee? ☒ Yes ☐ No **DOB:** / /

School*

* = Required

Relatives in HCPSS? ☒ Yes ☐ No

School*

* = Required

- If you pick **YES** as a **HCPSS Graduate**, you must select the **High School** from the drop down menu.
- If you select **YES** as a **Current HCPSS Employee**, you must fill in the **DOB** and the **School**. To add the school, use **Add Row/Remove Row** as needed. You will see the drop down menu of schools.
- If you select **YES** as **Relatives in HCPSS**, you must fill in the **School**. To add the school, use **Add Row/Remove Row** as needed. You will see the drop down menu of schools.

HCPSS Placement

HCPSS Placement:

Mentor First Name	Mentor Last Name	Mentor Email	School	Grade	Content	Start Date	End Date	# Hours	# Days Per Week	Placed?	Cancelled?	Unable to Place?	Withdrew?	Withdraw Date	ST/Intern Notified?	Mentor Notified?
			Waverly Elementary School	Grade 3		08/30/2103	12/15/2013		2							

Mentor Remuneration:

- For the **HCPSS Placement** Section, what is shown is the **minimum** required to enter a student into the system—the School, Grade or Content, Start Date, End Date, and # of days per week (drop down menu). Start and end dates for the experience must be entered as --/--/----(month, day, year).
- Click **Add Row** and then double click on the grey area to add information. Once you have the placement confirmed, add the mentor name and email address. The correct email address for the mentor is important!
- **You may go back later to add additional information and/or additional placements.**
- Use the **Copy Row/Paste Row** to add multiple placements with the same mentor.
- Add the amount of **Remuneration** (or write **none**) from the University (do not include remuneration from HCPSS).

Criminal Background Check/Other

Criminal Background Check:		
Completed? <input type="checkbox"/>	Criminal Background #:	Date:
Other:		
University Contact First Name: <input type="text"/>	Last Name: <input type="text"/>	Email: <input type="text"/>
Comments: <input type="text"/>		
<input type="checkbox"/> The intern is aware that in order to start a placement in HCPSS a federal and state criminal background check is required.		
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- For this last section, you do not put anything under **Criminal Background Check**.
- For **Other**, enter your personal information. You do not need to insert a comment.
- You must check that **The Intern is aware that to start a placement in HCPSS a federal and state criminal background check is required.**
- Don't forget to click **Save** when finished with the application. If you have made any errors or omissions, the application will not be accepted and will indicate the problem.

Sample Email sent to Interns before they begin placement:

Professional Development Schools Program

Intern Name -

Greetings and Welcome to Howard County! We are delighted that you have chosen to complete your Secondary - English placement with us.

Your placement will be with:

<u>School</u>	<u>Mentor</u>	<u>Email</u>

Please contact your mentor teacher prior to reporting on your start date (*fill in date*). He/she will be able to share important information such as school hours, dress, etc. On your first day, please report to the office of your assigned school at the start of the teacher workday.

Plan to attend the important **Intern/Student Teacher Orientation** to be held January 27th from 4:00 to 5:00 p.m. at Long Reach High School, Cafeteria. See the attached invitation. At the orientation you will receive a Howard County Public School System (HCPSS) identification badge. This identification **must** be worn at all times while in Howard County schools. Wear this badge along with your college/university badge. During the Orientation you will complete a Technology Access form.

HCPSS conducts special interviews for those who student teach in our system. These special interviews allow candidates to by-pass the HCPSS level-one screening interview and move directly to the level-two interview with curriculum specialists. In addition, HCPSS Human Resources will invite you to a HR Information Session. Note that interviews are

scheduled during your full-time experience. Information about these events will be shared at the orientation.

Sample Placement Email that is sent to institutions when placements are secured

Adrian, I am confirming the following placements:

Intern	Dates	Mentor/School
Xxxxx	xxxxxx	xxxxxxx

Note: All interns/student teachers (non-employees) are required to complete a Criminal Background Check before beginning in Howard County Public Schools. The Guideline for Criminal Backgrounds Checks for Pre-Service Candidates is attached. You will receive a form for reporting CBC information in early December. (Current HCPSS employees do not need an additional CBC.)

Jenny