



SAINT LOUIS UNIVERSITY  
SCHOOL OF EDUCATION

# Clearance Support and Frequently Asked Questions Office of Field Experience

## Level 2: Mid-Level Experiences and Practicum (over 35 hours)

What are the clearance documents I need?

- MO and FBI background check
- Tuberculosis (TB) Test
- Protecting God's Children
- OPTIONAL: DESE Substitute Teaching Certificate

How do I know how many hours I need to complete?

Practicums range from 1 to 5 credit hours. **1 credit hour requires 35 hours in the field.**

### 1. MO and FBI background check

**Do I need FBI background check?**

All students completing fieldwork, practicum, and/ or student teaching experience over 35 hours will be responsible for obtaining a MO and FBI background check prior to beginning.

If you obtained a MO and FBI background check that expired or will expire during your time in the field, you must update, so it is current within **one calendar year**.

**What is the difference between the FCSR and FBI background check?**

The MO and FBI background check is a more comprehensive screening and is required for mid-level experiences in the field.

<p><b>Do I need both the FCSR and FBI background check?</b></p>	<p>The FBI background check includes information that would appear on the FCSR; therefore, students in Mid-Level Experiences are only required to provide the MO and FBI background check.</p>
<p><b>How do I get a MO and FBI background check?</b></p>	<ol style="list-style-type: none"> <li>1. Go to SLU Office of Clinical Education Compliance <a href="https://www.slu.edu/registrar/services/background-checks.php">https://www.slu.edu/registrar/services/background-checks.php</a></li> <li>2. Select "Local Student Background Check"</li> <li>3. Select an appointment time for your fingerprinting then fill in the form.</li> <li>4. <u>Select</u>: "Education Fieldwork" from the drop-down menu and <u>choose</u> MO and FBI Fingerprint Check. The background check reports are sent directly to the Field Office.</li> <li>5. Your student account will be billed \$52.20</li> </ol> <div style="text-align: center;"> <p><b>Department Information</b></p> <p>• Department Contact <input type="text" value="SLU School of Education Field Office"/></p> <p>Department Phone (ex.123-456-7890) <input type="text" value="314-977-1977"/></p> <p>Department Fax (ex.123-456-7890) <input type="text" value="314-977-3290"/></p> <p>Email <input type="text" value="soefieldoffice@slu.edu"/></p> <p>• Type of background check</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> MO &amp; FBI Search</li> <li><input type="radio"/> MO/FBI and FCSR</li> <li><input type="radio"/> MO/FBI and Sex Offender</li> <li><input type="radio"/> Comprehensive (MO/FBI and Health or Education Registries)</li> <li><input type="radio"/> Comprehensive International (MO/FBI, Health or Education Registries and Government Watch List)</li> </ul> </div>

<p><b>I'm interested in getting my Substitute Teaching Certificate. Do I still need to get my FBI background check?</b></p>	<p>If you complete the process of obtaining a Substitute Teaching Certificate, you may present this in place of a MO and FBI background check if the certificate is within <b>ONE CALENDAR YEAR</b> from the date of issue.</p> <p>Here's why? In order to obtain the substitute certificate, you must complete and pass the MO and FBI background check. Therefore, when DESE issues the substitute certificate it means you passed the MO and FBI background check. <b>HOWEVER</b>, if the substitute certificate is over one year from the date of issue an updated MO and FBI background check must be completed.</p> <p>To obtain Substitute Certification, see instructions below.</p>
<p><b>Important Information</b></p>	<p>This process may take up to four weeks. Please retain your confirmation receipt as verification.</p> <p>Any questions concerns, or need to complete a fingerprint check in a different state; please contact:  <b><u>Saint Louis University Clinical Education Compliance Office</u></b>  Felicia Echols, 314.977.6636  <a href="mailto:fechols@slu.edu">fechols@slu.edu</a></p>
<p><b>2. Tuberculosis (TB) Test</b></p>	
<p><b>What is a TB test?</b></p>	<p>Tuberculosis screening is required for all students prior to completing the fieldwork. Each year Education students must provide a copy of their report to Dr. Joy Voss or upload to their <i>SOE Office of Field Experience</i> folder. For additional information about TB visit the <a href="#">CDC website</a>.</p>
<p><b>How do I get a copy of a TB report?</b></p>	<p>If you think you had a TB screening completed within <b>one calendar year</b>, talk to your doctor for a copy of the report.</p> <p>If you do not have a current copy of your TB report, then you will need to visit SLU Student Health Center: Marchetti Towers East  3518 Laclede Ave.  St. Louis, MO 63103  Phone: 314-977-2323 Fax: 314-977-7165</p>

	<p>Students can drop-in for an appointment Monday – Wednesday or Friday from 9 - 4pm.</p> <p><b>**No Test on Thursday because they are unable to read the result over the weekend.</b></p> <p>For more information visit: <a href="http://www.slu.edu/life-at-slu/student-health/index.php">http://www.slu.edu/life-at-slu/student-health/index.php</a></p>
<b>Important Information</b>	<p>The report must include the date, a clear result of “negative,” as well as the name of the clinic with an official stamp or signature. Test results more than 12 months old will not be accepted.\</p> <p>We suggest updating your TB at the beginning of the Fall semester of each year, so it is valid the entire Academic School year!</p>
<b>3. Protecting God’s Children</b>	
<b>What is this training?</b>	<p>This is a one-time workshop required by the SLU School of Education for all students. The workshop is required for all volunteers in Catholic Schools. Some dioceses require additional training. You will be notified if this is necessary for your fieldwork.</p> <p>More information about the training can be found at <a href="http://archstl.org/sep">http://archstl.org/sep</a></p> <p>Workshops are available every semester through the Department of Education. You may also visit the <a href="http://www.stlouisarchdiocese.org">St. Louis Archdiocese</a> to find workshops.</p>
<b>How do I get a certificate of completion?</b>	<p>All completed workshops at SLU or outside of SLU will result in a certificate. The facilitator will give you instructions on how to register on the Virtus online system, and how to check and find your certificate when it is ready. Please upload a copy of this certificate to your <i>SOE Office of Field Experience</i> folder.</p>
<b>Wait, I already did this. But I don’t have a certificate?</b>	<p>Certificates may take one to three weeks to be visible on the Virtus online system. If your certificate is not showing, there is a number to call and an email on the instruction sheet you are given from the workshop facilitator.</p>

# Substitute Teaching Certificate

## I want to apply for a Substitute Teaching Certificate. What do I need to do?

1. Must have 60 college credit hours to apply.
2. Create an online profile
  - You will first need to create a profile in the DESE certification system. Please follow the instructions outlined in the [Help Guide for the Certification System](http://dese.mo.gov/eq/cert/CertHelpGuide.html). <http://dese.mo.gov/eq/cert/CertHelpGuide.html>
  - After you have created a profile in our certification system, click on “New Applications” in the menu on the left hand side of the screen to bring up a list of application types.
  - Choose “Substitute” from the list to create an online application. Complete and submit the application.
3. Send Transcripts
  - Original transcripts from ALL institutions you have attended must be mailed to **Educator Certification, PO Box 480, Jefferson City, MO 65102-0480**. Please be sure to include your Social Security number or Educator ID number on all of the transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Transcripts become the property of the department and cannot be returned.
4. Obtain FBI Background Check
  - [A criminal fingerprint/background clearance](#) must be obtained before a certificate can be issued.
  - SLU students can complete their background check on campus. Follow the steps below.
    1. Go to SLU Office of Clinical Education Compliance <https://www.slu.edu/registrar/services/background-checks.php>
    2. Select “Local Student Background Check”
    3. Select an appointment time for your fingerprinting then fill in the form.
    4. Select: **2301 Substitute Certification DESE-Education** from the drop-down menu and choose MO and FBI Fingerprint Check. The background check reports are sent directly to the Field Office.
    5. Your student account will be billed \$52.20