

Information for SUNY Cortland Students: Completing an Application for a Criminal Background Check

An increasing number of public school districts that partner with SUNY Cortland are requiring that students intending to volunteer/intern or to participate in service learning submit to a criminal background check. A background check may also be considered sufficient by these districts for our teacher candidates who have not yet, or just recently, submitted their fingerprinting application for processing through the New York State Education Department.

The agencies listed below have agreed to work with our students in order to provide this service, and to process applications within 3 -7 days. As part of your application to the agency, you will be asked to grant permission to forward the results of a background check directly to SUNY Cortland. This information will be kept confidential, and be initially released only to the Director of Career Services, the Coordinator of Service Learning, or the Director of Field Placement.

For each of the agencies listed below, we have provided contact information, and the fee for their services, which will include a search of nationwide criminal records and sexual offender data bases. Also included is the user order code for each agency that will allow them to identify you as a student at SUNY Cortland. In addition to completing the application at one of the agencies listed below, **you must also complete the attached form**, and **IMMEDIATELY** submit this form to the appropriate office on campus, depending upon the type of placement you are seeking.

Please select one of the three agencies listed below for completion of this process, and follow the directions provided at their website.

Agencies :

CertifiedBackground.com

www.certifiedbackground.com

Fee: \$25.00

Order Code: For "Service Learning" students: **SU01**

For "Student Volunteers/Interns": **SU02**

For "Teacher Candidates": **SU03**

MyBackgroundCheck.com

www.mybackgroundcheck.com

Fee: \$ 24.95

Order Code: **C8P57**

Please Note: At the end of the application for this company, you will be offered the option of "inviting another recipient to view the results of your background check." You **must** enter the email address for the appropriate individual, depending on the type of placement you are seeking, as listed below:

- Service Learning: John Suarez (John.Suarez@cortland.edu)
- Student Volunteers/Interns: John Shirley (John.Shirley@cortland.edu)
- Teacher Candidates: Kathy Beney (Kathleen.Beney@cortland.edu)

PreCheck Inc.

www.precheck.com

Fee: \$94.50

Order Code: **Not yet available**

Remember, in addition to completing the application at one of the agencies listed above, you must also complete the attached form, and IMMEDIATELY submit this form to the appropriate office on campus, depending upon the type of placement you are seeking.

Criminal Background Check Student Data Sheet

Which type of field experience are you seeking?

____ Teacher Candidate

____ Student Volunteer/Intern

____ Service Learning

Date: _____ Semester of intended participation: _____

Print Name: _____

Email Address: _____ SUNY Cortland C#: _____

Local Address: _____

Cell phone number: _____

Major area of study (and area of future certification, if applicable): _____

Course/section this field experience is associated with (i.e., EDU 379-501): _____

Name of the agency completing your background check: _____

You must submit this form to one of the following individuals, depending upon the type of placement you are seeking:

- Service Learning: John Suarez, Coordinator of Service Learning, The Learning Commons, Memorial Library, 753-4391
- Student Volunteers/Interns: John Shirley, Director of Career Services, B-5 Van Hoesen Hall, 753-4715
- Teacher Candidates: Kathy Beney, Director of Field Placement, D-210 Cornish Hall, 753-2824