

Frequently Asked Questions on Background Checks

Do I need a background check for my clinical experiences?

Yes, before you enter a school or work with kids for your clinical experiences you will need proof of a background check.

How do I get fingerprinted for a background check?

Stop by Swain 218 and ask for Deb Ringham. She will give you the fingerprinting cards and paperwork and explain the process. There are lots of very specific rules and directions so please read everything carefully. It will help to tell her why you are getting a background check. If you are just starting your program at MSU, you want the BCI background check. If you are getting ready to student teach or are getting your substitute license, you want the ESPB/BCI background check. The paperwork and procedures are different for each! A video explaining the procedure for getting fingerprinted for clinical experiences is here:

https://www.minotstateu.edu/teu/clinical_experiences.shtml. A video explaining the procedure for getting fingerprinted for student teaching or a substitute license is here:

https://www.minotstateu.edu/teu/student_teaching.shtml

How do I make an appointment for MSU Security?

You will need to contact Deb. They can only do 3 students per hour so your paperwork needs to be done when you go over there.

Once I give Deb the paperwork for my background check, how long does it usually take to get the results?

The Bureau of Criminal Investigation (for clinical experiences) usually sends the results to Deb in about 3-4 weeks. Once she gets confirmation, she will send you an email. ESPB/BCI (for student teaching and substitute licenses) background checks take a little longer and the results will get sent to your email directly.

What do I do once I get that email?

Please make a PDF of Deb's email to you and put it in the artifacts section of TK20. There are directions here for putting up background checks to prepare for your clinical experience:

https://www.minotstateu.edu/teu/clinical_experiences.shtml. If you are putting up your background check for student teaching, please follow these directions:

https://www.minotstateu.edu/teu/student_teaching.shtml.

I can't find the email that Deb sent. What do I do?

Deb's official campus email starts with Deborah so search through your old emails for that. If you can't find it, please email her (Deborah.ringham@minotstateu.edu) and ask her nicely to send it to you again. Then put it in Tk20 right away!

I can't find the email that ESPB sent. What do I do?

If you have your substitute license you can put that up in the artifacts section of TK20. If not, you will need to contact ESPB and have them re-send it (<https://www.nd.gov/espb/>).

Do I have to wait for the confirmation in order to start my clinical experiences?

Yes, we have assured our school and community partners that everyone who works with children has been cleared so you may not start the experience until the background check comes back.

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What if I got a background clearance for my job or volunteer activity? Do I need another background check?

If you are working a daycare, camp, coaching young children, or working with children with disabilities, and the job you have requires a background check, you may ask your supervisor to email deborah.ringham@minotstateu.edu and say “(your name) is employed by (name of the organization) as a (insert your job title) and a background check is required for employment.” Deb will then email you confirmation of this and you can follow the directions here (https://www.minotstateu.edu/teu/clinical_experiences.shtml) and put Deb’s email into the artifacts section of Tk20.

Can my employer just send the confirmation of my background check to me?

No, they are legally not allowed to release the information to anyone, even you. Please don’t ask them to do that and please don’t put that paperwork into Tk20.

If I got a background check for my job at a retail store can I use that?

No, the background check must be associated with working with children or a vulnerable population.

How long does the initial background check through BCI last?

Your initial background check will last for all of your clinical placements until your student teaching placement. When you student teach you will need another background check that goes through ESPB, our licensing board for ND.

Can I just get an ESPB background check right away?

The ESPB background check only lasts for one year and must cover you through the last day of your student teaching. If you are close to student teaching, you might consider getting a substitute license which will last for two years and can be renewed. This is a different set of fingerprinting cards and paperwork, so make sure you ask for this specifically when you talk with Deb.

How do I get my substitute license?

Come to Swain 214 and ask Deb for the ESPB fingerprinting and background check paperwork. It has even more specific directions than the initial fingerprinting/background check so please follow directions carefully. A video explaining that is here: https://www.minotstateu.edu/teu/student_teaching.shtml. You will be responsible for sending in the envelope to ESPB and ESPB will send the confirmation directly to you. Then you can complete the application for substitute teaching at the ESPB website: <https://www.nd.gov/espb/>. You may put the confirmation from ESPB or your substitute license in the artifacts section of Tk20 as proof that you have been fingerprinted and that your background clearance has come back.

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