



SCHOOL OF EDUCATION CANDIDATE BACKGROUND CHECK POLICY AND PROCEDURES

By law, any person who will work with children in schools must complete a Tennessee Bureau of Investigation *Child-related worker private background check* (pursuant to Tenn. Code Ann. § 49-5-413) (“background check”). Background checks only provide information about a candidate’s record at the time that the check is completed. Below are the policies of the Cumberland University School of Education (CUSoE) regarding background checks.

- I. All Cumberland University School of Education (hereafter: CUSoE) undergraduate students and/or candidates for Tennessee teacher licensure or endorsement must complete a background check under the CUSoE ORI number and have it submitted to the CUSoE office to be placed in their files before being admitted to the Teacher Education Program, Phase I. Candidates in the Master of Arts in Education programs who are not licensed teachers must complete a background check *upon entering the program* under the CUSoE ORI number and have it submitted to the CUSoE office to be placed in their files.
 - a. Procedures for completing a background check are to be posted on the [CUSoE website](#).
 - b. Candidates may not engage in or be placed in schools for field experiences or student teaching without having a background check on file in the CUSoE office.
- II. If a background check is returned with an “indication that there is reason to preclude the applicant from consideration for employment or licensing” candidates and CUSoE personnel must follow the steps detailed in the [Background Check Positive Return Policy and Procedure](#).
- III. Candidates are required to notify the CUSoE if, after a completed background check has been submitted to the School of Education, they are involved in any incident in which law enforcement is involved, or that requires an appearance in a court of law. Candidates *must notify the School of Education on the first business day after the incident occurs, and prior to their appearance in court*.
 - a. They must sign an agreement to do so (the [School of Education Background Check Candidate Statement](#)).
 - b. The agreement is to be signed during the TEP I interview for undergraduates, and upon entrance to the program for Master of Arts in Education candidates who are not already licensed.
- IV. The CUSoE reserves the right to judgment on any positive return indicating an “indication that there is reason to preclude the applicant from consideration for employment or licensing.” Decisions made based on these judgments include but are not limited to the following:



- a. ABSOLUTELY NO FELONS will be permitted to complete a degree at Cumberland University that may be used to secure teacher licensure in any state;
 - b. Any incident involving children, minors, abuse, violence, etc. is to be very seriously considered on the merits of each individual case;
 - c. For other incidents not involving children or violence, CFE must consider the nature and date of the incident before clearing the candidate for placement;
 - d. If the candidate is considered ineligible for placement by the CUSoE, the CUSoE faculty or its representatives will take the necessary steps to assist the candidate with a transfer to another major if appropriate;
 - e. The CUSoE faculty reserve the right to deny a candidate the ability to complete a degree based on the merits of information returned in a background check.
- V. This policy will remain in effect indefinitely and apply to all students enrolled in a School of Education degree program or program leading to Tennessee teacher licensure or teaching license endorsement.