

The student understands that to participate in field experiences in public schools a criminal history/background check is required by Sul Ross State University. This criminal history/background check will be done through Certify Background by the student and the results will be reported to Sul Ross State University. (See attached instructions) The student understands that this criminal history/background check through Certify Background will cost the student \$36.50. The student also understands that this information may be discussed with the School District(s) in which they are involved. The student also understands that the State will conduct a criminal history inquiry through the Federal Bureau of Investigations when they apply for their actual Teacher Certificate.

Signature/Consent

Date

If results of this inquiry should indicate a felony or misdemeanor, please provide an explanation.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, or disability.

A person providing information to Sul Ross State University by means of this form is entitled (with few exceptions) to request, receive, review, and if desired, correct information about him/her that is incorrect. *Texas Government Code, Chapter 559.*



STUDENT INSTRUCTIONS FOR SUL ROSS STATE UNIVERSITY UNDERGRADUATE TEACHER EDUCATION PROGRAM

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

- Required Personal Information
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- Payment Information
 - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

Place Your Order

Go to: www.CertifiedProfile.com and enter package code:
SS73a – County of Residence + NW-Database & Sex Offender

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at 888-914-7279 or email cp@services@certifiedprofile.com



WWW.CERTIFIEDPROFILE.COM



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