

NOTICE: If you are an ECE major or dual major and will be placed in a **Head Start** placement, you must follow **two** different procedures because of having placements in both a Head Start setting and a public/private P-12 school district setting.

- For an early childhood Head Start experience, please see the instructions on our website at <https://www.pfw.edu/departments/cepp/depts/educational-studies/criminal-history-background-report/>. Scroll down the page to find "ECE Majors and Dual Majors". These instructions explain how to obtain the National Criminal History Check through FSSA which includes being fingerprinted.
- For a placement in a public/private P-12 school district, follow the Safe Hiring Solutions instructions as listed below.

Safe Hiring Solutions (SHS) – Criminal History Background Report Instructions

Please use Chrome or Firefox. Internet Explorer **MUST** be running current version to work properly (IE is not the browser of choice due to security issues)

1. **BE SURE to read the instructions (below) as you go through the application because they will help you with the application process. You are responsible for reading the entire contents of this instruction page.** Click on this **link** to start your report application. You will need to log in using your First Name then Last Name (please do not select Jr. or Sr. or any other suffix unless that is actually part of your legal name), and your email address *NOTE: The email address in the Applicant Details must be your personal email address and not your student email address for the college/university. If you do not have a personal email address, you can obtain a free g-mail address so this process can be completed.*
In the Position box, select Expanded Criminal History EMP, then enter the security code and press the next step button.
2. Another box will come up that will tell you that they have sent you an email with instructions to complete your background check. If you encounter any difficulty during the application process please **do NOT call the school**. Call Safe Hiring Solutions directly at 1-888-215-8296.
3. Next, check your email. **You will receive 2 separate emails that say they're from orders@safehiringsolutions.com. One email will contain your user name and the link you click on to start the application.** These will be located at the bottom left corner. **The other mail will contain your password.** You will need BOTH user name and password to complete the first part of your application. If you don't receive these emails within 10 minutes, call Safe Hiring Solutions at 1-888-215-8296. **Within the next few days, you will receive two (2) more emails.** These will be from from KidTracks@dcs.in.gov. **These 2 emails will be used to complete the DCS portion requirement of your CHR (see DCS CPI/CPS section below).**
4. After you receive your 2 emails from orders@safehiringsolutions.com, click the link to start your application, enter your user name and password (remember - you should have received these in 2 separate emails).
5. Carefully read the page that comes up. When you are finished, press the "click here" link. **NOTE: Once your application is submitted the process begins instantly and there are no options for refunds.**
6. Complete the application and click on the "next step" box when finished. **If you are asked to select a school, look for Purdue University Fort Wayne.**
7. The next page will show you what your fee will be for the report you are requesting. There is a basic nominal cost for the background check; however, the final price may vary based on your address history. Next click on the "Applicant Details" tab and review that screen. Make any additions or corrections and click save when done. Go back to the report tab. Click on the "next step" box when finished.
8. Read the disclosure & authorization statement. Click the box that you agree to the terms of the agreement and use your mouse to sign in the signature box. Click next when done.
9. Fill in credit card information, authorize them to charge your card, then authorize payment and order your report.

DCS CPI/CPS History Check portion of your Criminal History Background Report

As stated above, within the next few days after receiving 2 emails from safe hiring solutions, you will receive two (2) more emails. These will be from from KidTracks@dcs.in.gov. These 2 emails will be used to complete the DCS portion requirement of your CHR.

One email will contain password information

The other email will contain the link for you to securely access the "CPI/CPS Portal."

SEE PAGE 2 FOR FURTHER INSTRUCTIONS REGARDING THE DCS CPI/CPS HISTORY CHECK

(continued on next page)

Safe Hiring Solutions Will Initiate The DCS Request Requirement For Your CHR For You:

1. Safe Hiring Solutions will gather initial, minimal information from the Applicant to initiate the DCS “CPI/CPS History Check” request. This includes: Your Full Legal Name (no nick names), Social Security Number (SSN), Date of Birth, Phone Number and E-mail Address.

NOTE: It is critical that you double check the accuracy of your e-mail address as all communication will be through e-mail.

a. **Why is my Social Security Number needed?**

1. The Department of Child Services (DCS) is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; disclosure is mandatory and this request will not be processed without it. The Applicant’s Social Security Number (SSN) is used in the matching process for the Child Protection Services (CPS) or Child Protection Index (CPI).
2. In addition, for security purposes the last four digits of the SSN will be required to access the CPI/CPS portal for consent and reviewing results. For parents/legal guardians the last four (4) digits of the SSN will be the minor’s Social Security number.

2. Once Safe Hiring Solutions has initiated the request, the Applicant will receive two (2) emails from KidTraks@dcs.in.gov. One email will contain password information and the other email will contain the link to securely access the “CPI/CPS Portal.”

Note: Firefox is the preferred browser for using the “CPI/CPS Portal.” Firefox is available at: <https://www.mozilla.org/en-US/firefox/>. Using other browsers may distort buttons and graphics. At this time, the “CPI/CPS Portal” is not supported on handheld devices. Please use a PC, laptop, or desktop to consent and complete the application.

The “CPI/CPS Portal” allows for a summary to be printed with full results of the history check. To display, print or save the document, Adobe Acrobat Reader should be used. While commonly used, if there are questions, please reference <https://helpx.adobe.com/support/acrobat.html>.

3. If you have not received the emails, first double check the junk/spam folder for email from KidTraks@dcs.in.gov. If no emails are found within the junk/spam folder, then contact Safe Hiring Solutions at 1-888-215-8296. Verify once again that the email address you entered is correct.

Note: If your email address is incorrect, a new “CPI/CPS History Check” request will need to be initiated by the Safe Hiring Solutions. This will resend the two emails once more with the unique password and link to enter the “CPI/CPS Portal.” For technical assistance with the “CPI/CPS Portal”, please e-mail support@stateofindiana.zendesk.com or contact by phone at 1-800-225-9173 between the hours of 8 am to 5 pm EST. Assistance is available Monday – Friday, except for State Holidays.

4. After you receive both emails, use the link and unique password provided to access the portal. In addition, the last four (4) digits of the Applicant’s SSN will be required.

5. The unique password provided is valid up until completion and consent of the “CPI/CPS History Check.” **Once the Applicant has provided consent and clicks submit, the password will be invalid and cannot be used again. Just prior to leaving the screen, a pop-up box will provide the Applicant an opportunity to print/save a copy of the information.**

a. **Why do I have to provide all of the addresses (no PO box addresses) back to 1988 or my Date of Birth, whichever is most recent?**

For the protection and safety of our children, by providing previous residency back to 1988 or Date of Birth, the Central Office Background Check Unit is able to conduct a more thorough search on each Applicant. The Indiana DCS statewide electronic child protective services index database was created on January 1, 1998, with historical case information extending as far back as January 1, 1988, depending on jurisdiction. Our searches are completed with results based on the information provided by the Applicant using the Indiana DCS statewide electronic child protective services index database which may return substantiated results from completed assessments ranging from January 1, 1988 through the completed date of the Department of Child Services “CPS/CPI History Check.”

You will need to enter complete information. All variation of names and previous addresses are required (please no PO Box addresses). If additional information would help explain a past address situation, enter comments on in the box labeled: “Please explain special or unusual situations”.

6. For further details on the status of your application, watch for email notifications from: KidTraks Support – Do Not Reply at KidTraks@dcs.in.gov

7. Upon completion of the “CPI/CPS History Check,” two more e-mails will be sent AGAIN to the Applicant using the Link and Password in combination with the last four (4) digits of the Applicant’s SSN, access will be granted to see the results and if preferred print or save a copy for recordkeeping.

FYI:

Your completed criminal report will be electronically sent to the Purdue Fort Wayne College of Professional Studies Field Placement Coordinator's office (Neff Hall #270B). You will not receive a copy of the report. It can take up to 2+ weeks for the Field Placement Coordinator to receive your CHR. You can go back in and check the status of your CHR but you cannot print it. If you need a copy of your CHR, contact Natalie Brewer at 260-481-4137 and she will provide you with a copy. **Watch your email in case SHS or the DCS needs more information from you.** This will cause a delay in processing your report if SHS or the DCS is waiting to confirm or obtain more information from you.

SHS conducts a Social Security Number trace search, which helps them confirm that you are who you say you are plus it gives SHS any additional name(s) you may have previously used (i.e. maiden name). It also helps SHS verify your DOB as well. We discovered there is a glitch in the system and occasionally a search will come up for a place you never lived. If this happens, contact SHS at 1-888-215-8296 and they will refund you the cost of the inaccurate search.